

# 2022 BUDGET

City of Lacey, Washington



## OUR COMMITMENT TO YOU:

- Quality Service
- Community Leadership
- Innovation in Local Government



*Shaping Our Community Together*



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# City of Lacey, Washington 2022 Adopted Budget



Prepared by the  
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## City of Lacey - City Council Members



Andy Ryder  
Mayor



Cynthia Pratt - Deputy  
Mayor



Lenny Greenstein



Michael Steadman



Carolyn Cox



Ed Kunkel



Malcolm Miller

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A Message from  
Scott H. Spence, City Manager  
October 21, 2021

Citizens of Lacey, Honorable Mayor and  
Councilmembers, and City Staff:

At the time of this budget message, the City of Lacey and the rest of the world is still navigating the very real effects of COVID-19. The health pandemic continues to take a heavy toll with approximately 4.9 million reported deaths worldwide—the United States accounting for almost 15% of that total. Despite the wide availability of three different vaccines in this country, not everyone is vaccinated. Last month, Thurston County experienced the highest rates of positive COVID-19 cases and hospital rates since the pandemic began in early 2020. Preventive health measures such as masks and social distancing persist at the same time restrictions on activities ease.

The City's ability to provide essential services to the community throughout the COVID-19 timeline has been challenging. It is to the credit of Lacey's dedicated elected officials and employees working on behalf of the community that continuity of services were maintained and in several cases enhanced. Even during the pandemic, Lacey continues to enhance its reputation as an outstanding community. Notably, Wallet Hub ranked Lacey as the "Best Small City in Washington State to Start a Business" and Insurify recognized our community as the Most Patriotic City for the State of Washington.

Lacey also reached a milestone in its development as a city. Two annexations, Steilacoom Rd SE/Marvin Rd SE and Capitol City/Chamber Estates, added nearly 2,600 residents to Lacey's population—expanding its boundaries, covering 18.87 square miles. Officially, Lacey's population is 54,780. Unofficially, Lacey population is 57,347 when including the two annexations. Lacey is no longer a suburb of the State's Capitol

(pop. 55,010) but rather the largest community in Thurston County. It is not the size of the community that it is important; however, it is the quality of the community. For 2022, the adopted budget continues to focus on priority services and investments to maintain Lacey as a quality community.

In terms of numbers, the 2022 adopted Total Budget for the coming year is \$173,650,467. The Total Budget is comprised of 29 distinct funds. These funds can be organized into six broad categories to simplify the stated structure of the budget. The categories include the General Fund, Capital Projects, Special Funds, Debt Service, Utility Funds, and Internal Service Funds. Compared to the 2021 Amended Total Budget, this year's budget reflects a \$16.5 million decrease. The difference is the result of an overall reduction in planned expenditures within the Arterial Street Fund and Lacey's three utilities (i.e., water, wastewater, and stormwater). Specifically, 2021 saw the completion of two major construction projects—Ruddell Road and an expanded Hawks Prairie Roundabout. On the utility side, the Hawks Prairie Sister Standpipe project started construction and the Capitol City Golf Club Estates septic-to-sewer conversion project, required for the protection of city well #4, will be substantially complete by the end of 2021.

A significant revenue source that is not included in the 2022 Total Budget is funds received by the federal government as part of the American Rescue Plan Act (ARPA). Lacey will eventually receive \$6.85 million as part of the United States response to COVID-19. The U.S. Treasury is still finalizing rules for its use. Although Council has identified permanent supportive housing as a priority for ARPA, a future budget amendment will be needed once a final decision is made.

The primary funds associated with direct services to the public are captured in the General Fund Budget. For 2022, the adopted General Fund Budget will total \$60,091,615. This is a decrease of \$300,560 when compared to the 2021 Amended General Fund Budget. The reduction in spending

within the General Fund is primarily due to the completion of the reconstruction project related to the Lacey Veterans Service Hub facility. This singular project, nearly \$1.7 million, understates next year's addition of eleven positions to the City workforce within the General Fund. Under the adopted budget, the following positions are included: two Community Service Officers within the Police Department, IT Specialist, Records Specialist, Public Works Engineering Tech III, Public Works Civil Engineer, Public Works Project Engineer, two Utility Civil Engineers, Stormwater Program Engineer, and a Grant Administrator. In total, the cost of these additions equal an increase of \$1.2 million in salaries and benefits.

The General Fund will employ 248.50 FTEs to carry out essential services with combined salaries and benefits for labor totaling \$33,015,112. This represents 55% of the total General Fund Budget for the coming year, an increase of \$2,707,314, or 8.9%, in comparison to last year's General Fund's labor costs. This is a truer measure of change when comparing the preceding General Fund Budget with the adopted budget. The eleven new positions and cost of living adjustments of the existing workforce account for this increase.

In addition to the new positions, the City continues to proactively engage homelessness within our community. The budget includes a Social Services division, which funds a new Mobile Outreach Team that provides case management and crisis counseling services out in the field. This new team provides functional support to our police department, and aligns specialized services to specific needs within the community. The City also stood-up a Rapid Response Clean-up Crew comprised of Public Works employees to tackle garbage and graffiti related to activities that detract from the quality of our community. This team is also funded out of our Social Services division. Another new budget initiative is a body-worn camera program. Lacey's Police Department has a solid reputation in providing public safety to our community; a body-worn camera program will maintain the confidence in our policing efforts and help meet new requirements of state legislation.

The cost of the body-worn camera system is estimated at \$818,022 for both one-time costs and personnel to administer the program. Thereafter, annual costs are expected to exceed \$300,000.

It is important to note that beyond new programs, positions, and priorities included within the adopted 2022 General Fund Budget existing essential service levels are maintained. The budget still sustains Lacey's outstanding parks system and open spaces totaling almost 1,200 acres over 26 park sites, employs 60 commissioned police officers, the maintenance of over 168.3 centerline miles of city streets, and other key services residents and businesses rely upon. Funding for the General Fund comes from two primary sources, sales tax and property tax. Projected sales tax for 2022 is \$14,240,951—almost 24% of the General Fund's total revenue. This is roughly a \$2.6 million increase compared to last year. This revenue is highly dependent on a stable economy. Staff will continue to monitor this revenue source for sustainability. Property tax is another key source of revenue for the General Fund. By law, Lacey's levy is constrained by a 1% growth factor except for the addition of new assessed value from new construction and annexation adjustments. In 2022, revenue generated through property taxes is estimated at \$8,046,645. Last year, property tax collections equaled \$7,588,344. Combined, sales tax and property tax account for 38% of the General Fund's total revenue.

Of significance for the 2022 adopted budget is the retirement of Fire Bonds approved by voters in 2000 authorizing \$5,990,000 to be expended on fire equipment and facilities. With the last payment scheduled for December 1, 2021, Lacey's voter approved levy will be reduced by \$0.06 per \$1,000 assessed value (based on 2021 factors). For the typical homeowner, this will result in a 4.3% reduction to the city's portion of property taxes paid. Note: 2021 city taxes equaled \$447.29 on a \$403,000 home valued with a city levy rate of \$1.1099. With an adjusted value to the same home, \$450,000, and an estimated levy rate of \$0.9518 for 2022. As a result, the typical taxpayer will see an estimated \$19 savings in property taxes paid to the city.

In addition to the ongoing services provided by the City, one-time capital projects as well as key programs are included within the 2022 adopted Total Budget. The following represents a sampling of community investments and priorities planned for next year:

- \$2,000,000 - Property Acquisition for Future Public Safety Facility
- \$2,305,000 - New 327 stall Parking Lot at Regional Athletic Facility
- \$260,000 - Climate Action Plan Initiatives/Programs
- \$303,449 - Expansion of Park Security Cameras at Keys Sites.
- \$200,000 - LED Street Light Replacement Program
- \$60,000 - Neighborhood Grant Program
- \$150,000 - Food Truck Site Improvements and Coordination
- \$200,000 - Midtown Access/7th and College RAB Design
- \$300,000 - 4th Avenue Design
- \$4,000,000 - Source 17 Well House and Treatment
- \$1,250,000 - Water-main Replacement Project (Carpenter Road, 7th Ave and 14th Ave)
- \$8,000,000 - 337 Zone (Terry Cargil) Reservoir – final phase
- \$2,100,000 - Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)
- \$1,000,000 - Liftstation 3 Replacement Project
- \$1,500,000 - Liftstation 12 Abandonment (Aldea Glen)
- \$430,000 - Woodland Creek Oil Water Separator
- \$330,000 - Westminster Pond Rehabilitation
- \$300,000 - Facility Condition Assessment and Asset Management Software

The Enterprise Funds or Utility Funds make up the largest portion of the 2022 adopted Total Budget at \$90,047,989, or 52%. Although in 2022, expenditures within the utilities will record an \$11 million reduction, ongoing and planned investments in all three utilities is significant in terms of dollars and effort. Over the next six years, both the water, wastewater, and stormwater

comprehensive plans identify approximately \$139 million in capital projects. The majority of projects relate to new mandates and maintenance of the existing infrastructure. A city workforce of 54.50 FTEs (note: includes adopted positions in Utilities) supports and maintains a highly complex utility system that must perform 24/7, 365 days per year. On average, Lacey's water utility produces 2.7 billion gallons of potable water annually, collects 1.5 billion gallons of sewer each year, and maintains over 5,200 catch basins.

Within the 2022 Utility Funds Budget additional positions are adopted to include a Control Technician in Water and a Journey Level Maintenance Technician in Wastewater. Overall, the workforce to maintain Lacey utilities costs \$7,986,649 in salaries and benefits. This accounts for just under 9% of the Utility's total operation. The two largest expenses within the funds are pass through revenue collections to LOTT Clean Water Alliance at over \$13.7 million and planned capital projects at over \$38 million.

Utility rates support the operations, maintenance, and capital expenditures of Lacey's three utilities. For 2022, a single-year rate is adopted for water, wastewater, and stormwater. Adopted rate adjustments are 5.25%, 9.50%, and 4.50% respectively. This equates to a \$1.55 per month water bill increase (based on 700 cubic feet of water usage), a \$2.19 per month increase for sewer, and a \$0.56 per month increase for stormwater. LOTT, the region's wastewater treatment provider, will increase rates by \$1.26 per month.

It should be noted that all budgets are built upon estimates and forecasts toward a future outcome. This budget is mindful that the health pandemic is not yet over and there are signals within the economy that could stall a recovery previously assured by trillions of stimulus dollars from the federal government. In the short term, Lacey has the financial capacity to respond to unexpected inflationary pressures caused by global supply-chain issues, hiring difficulties, and shortages in specialized micro-chips required for the production of new computers as well as automobiles. The

City has a strong track record of responding appropriately as conditions change in order to preserve our municipality's capacity to deliver services.

Please take the time to review the adopted 2022 Budget document. This document provides the best insight as to the immediate direction of the City, and will inform you of the cost as well as the resources needed to serve the residents and businesses within the Lacey community.

Thank you.

Scott H. Spence  
City Manager

# LACEY CITY GOVERNMENT



CITIZENS

## Boards & Commissions

Library Board  
Historical Commission  
Planning Commission  
Park Board  
LEOFF  
TCTV  
Lodging Tax  
Public Facilities District

**Mayor**  
**Deputy Mayor**  
**Council**

**City Manager**

**City Attorney**

Legal Counsel  
Prosecution  
Indigent Defense

**Civil Service Commission**

## Finance

Financial Mgmt/Accting.  
Utilities/Billing  
Treasury  
Information Services  
Violations Bureau  
Passport Services  
Business Licensing

## Human Resources, Public Affairs, City Clerk, Social Services

Public Information	Recruiting
Clerk/Records	Classification/Compensation
Community Liaison	Performance Mgmt.
Neighborhood Assoc.	Safety/Workers Comp.
Legislative Liaison	Risk Management
Animal Services Support	Employee Asst. Program
Recycling/Solid Waste	Special Projects
Veterans Services	Social Services

## Police

Law Enforcement  
Investigation  
Community Policing  
Crime Prevention  
School Resource Officers  
Interlocal Drug Unit Support

## Community & Economic Development

Current and Advanced Planning  
Code Inspection & Permit Services  
Growth Management

- Building
- Electrical
- Mechanical
- Plumbing
- ADA Barrier Free

## Public Works

Administration Support  
Engineering  
Water Resources/Groundwater Protection  
Parks & Facilities Maintenance  
Streets/Electrical  
Water/Wastewater/  
Stormwater/Reclaimed Water Utility  
Fleet Maintenance

## Parks & Recreation

Youth & Adult  
Recreation Programs

- Aquatics/Physical activities
- Sports/Fitness/Special Events
- Cultural/Outdoor Activities

Parks Development  
Open Space/Regional Athletic Complex  
Community Buildings Operations/Events



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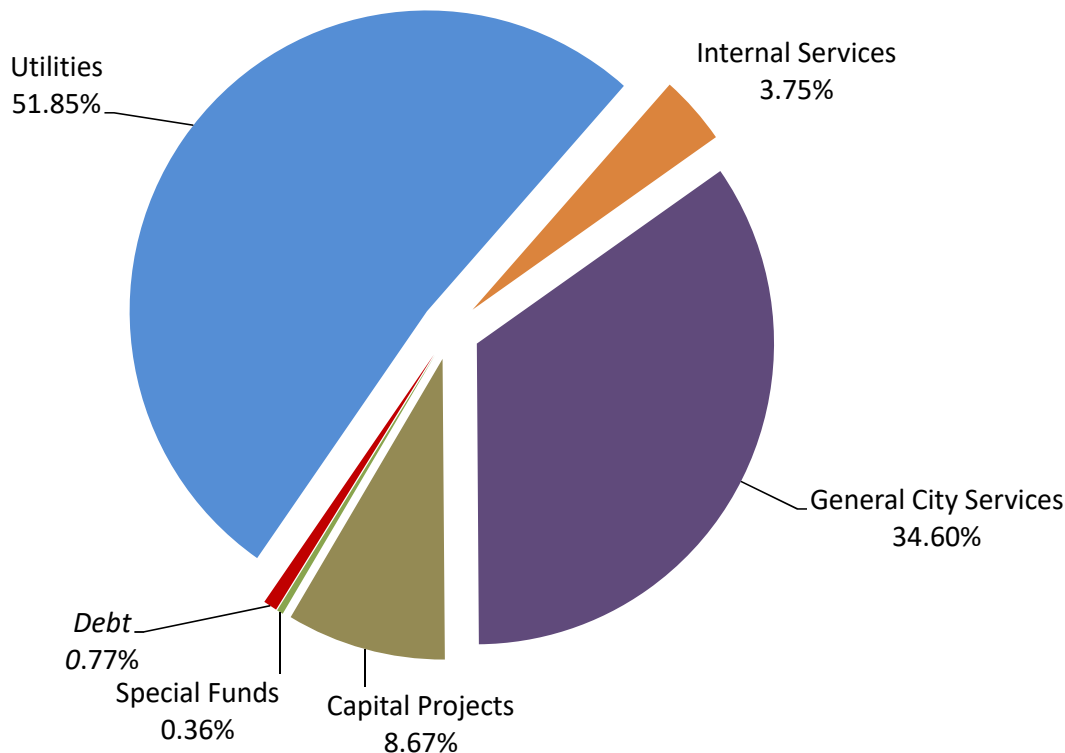
# Budget 2022 Summary

The 2022 budget totals \$173,650,467. This is a \$16,494,867 or 8.7 percent decrease compared to the amended 2021 budget. The City's 2021 budget was adopted with limited General Fund capital purchases and projects and minimal operational and maintenance expansion due to concerns about the uncertainty of the COVID-19 public health emergency. The General Fund's largest source of revenue, sales tax, has exceeded projections, but certain segments of the

uncertainty of the ongoing public health emergency, the City continues its long-term track record of investing significantly in infrastructure maintenance and construction, which maintains Lacey residents' quality of life.

This summary section of the adopted 2022 budget will focus on the activities, goals, and priorities of the many funds making up the City's budget. It is our hope that

## Total City Budget by Funds \$ 173,650,467



local economy such as gambling tax, admissions tax, parks and recreation fees, and interest earning continue to struggle to recover. The 2022 budget revenue projections are mixed. Some areas are projecting growth while others assume a delayed recovery period due to uncertainty relating to the COVID-19 public health emergency. As a result, service levels are maintained in the 2022 budget with the strategic use of one-time reserves. Despite the challenges and

this document becomes more than pages of numbers but an understandable and informative message to you, the reader.

Each of the funds that make up the adopted budget has a specific role and responsibility. Revenues and expenditures, as adopted, must be balanced and each fund must be closely monitored to ensure accuracy, accountability, and efficiency as well as remain solvent during the course of the fiscal year.

**The Funds**

The Current Expense, Criminal Justice, Community Buildings, Regional Athletic Complex (RAC), City Street, and Capital Equipment Funds combine to make up the City's GENERAL FUND. There are eleven separate funds that account for the major components of the City's water, wastewater, stormwater, and reclaimed water utilities. These are referred to as the Enterprise Funds of the City.

Other special purpose funds have been created to account for capital improvement expenditures for streets, buildings, transportation improvements, Hicks Lake Management District, parks and open space, Regional Athletic Complex (RAC), and activities of the Lodging Tax Fund. Voter-approved General Obligation Debt along with Local Improvement District (LID) debt also are accounted for separately.

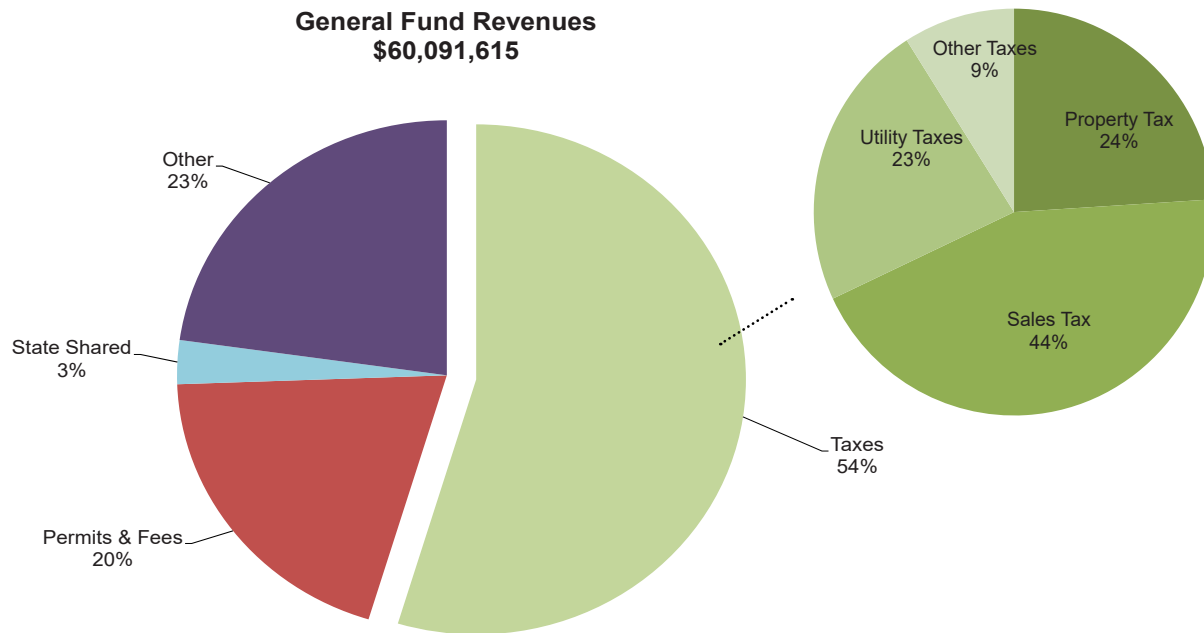
The City established two additional funds that account for the resources and assets of internal support activities. These are the Equipment Rental Fund that manages all vehicles and equipment used in providing services, and the Information Management Services Fund that accounts for expenses associated with all of the City's computer and communications equipment used by all departments.

A Community Block Grant Fund has been established to facilitate the pass through of state and federal grants to address special needs within the community such as housing rehabilitation, a childcare facility, low-income housing, the Lacey Senior Center, and the Community Action Council building.

Overall, the City accounts for its resources and expenditures in twenty-nine (29) separate funds. It also maintains a joint-venture fund for Animal Services, and an agency fund for the Capital Area Regional Public Facilities District.

## The General Fund

The General Fund provides and accounts for most traditionally recognized local government functions. These include: police services, health and social services, recreation programs, financial and administrative services, community development including planning, zoning, permits, code enforcement and building inspection, maintenance of parks, streets and rights-of-way, public works administration and engineering services, administration of contracts with other agencies that provide emergency communications, district court, jail services, and the like.



The total General Fund budget for 2022 is \$60,091,615 which is 0.50 percent or \$300,560 lower than the 2021 amended budget. The decrease to the General Fund Budget expenditures is mostly attributed lower capital equipment purchases, the 2021 Veterans Services Hub tenant improvements, and one-time transfers out to other funds for one-time capital purchases and projects. Offsetting the aforementioned decreases are increases to the workforce and inflationary increases.

### General Fund - Revenue Summary

Property and sales tax revenues are the most significant income sources for the General Fund. Combined, they total \$22,287,596.

The property tax levy for 2022 has been determined by calculating the one percent allowable limitation, recovering the value of refunds, and adding new construction and annexation valuation. The one percent adjustment amounts to a \$75,883 increase in the property tax levy. It should be noted that the one percent maximum adjustment in the property tax levy remains insufficient to meet the inflation and fixed cost increases associated with a \$54.2 million public service operating budget. As such,

it is critical that the City also experience a strong performance from new construction and other General Fund revenues in order to maintain service levels each year.

Preliminary values issued by Thurston County Assessor's Office indicate that the City's total new construction and annexation value will increase \$341.2 million. This increase is very significant because new construction and annexation valuation is not subject to the one percent maximum increase limitation. The preliminary estimate indicates that existing overall property assessments may increase

11.4 percent due to market value increases. Based on this information, the City's regular levy is estimated to be \$8,046,645. As a result, the levy rate will decrease \$0.0818 to \$0.8810 per \$1,000 of assessed property value.

Sales tax receipts for 2021 are exceeding projections despite the economic damage caused by the COVID-19 public health emergency. 2022 sales tax projection is \$2,573,794 higher compared to the original 2021 projection. The projected increase reflects that many retail segments of the local economy have recovered. However, the projection remains conservative due to the uncertain path of the COVID-19 public health emergency, eventual end to Federal financial assistance, and the likelihood the shifted local purchasing habits will return to normal when travel and safety precautions are completely lifted. Construction activity is expected to remain weaker than recent years due to the near industrial build out in northeast Lacey.

The 2022 Budget anticipates an increase in overall sales tax receipts to \$14,240,951, which is a 22.1 percent increase compared to the amended 2021 Budget. The 2022 sales tax projection was adjusted to reflect the current condition of the local economy, but recognizes the uncertain nature of the public health emergency. The Criminal Justice Fund is projected to receive \$1,188,236 in sales tax revenue that is collected from a special countywide levy and distributed by the County on a per-capita basis.

Sales tax receipts, a volatile revenue source, will be monitored very closely in case current economic conditions change for the worse and retail sales volumes begin to decline. The General Fund portion of this revenue source accounts for a significant 23.7 percent of the adopted 2022 General Fund budget.

Lacey's retail sales per capita remains low compared to the surrounding communities. Based on population, Lacey is the 24th largest city in the State, but on a sales tax per-capita basis ranks 71st.

The City's utility tax continues to be a stable and flexible source of General Fund revenue. Income from this tax has historically been distributed to the Current Expense, City Street, Capital Equipment,

and the Parks and Open Space funds. It is estimated that utility tax receipts for 2022 will be \$7.58 million.

The adopted budget maintains the additional 6.04 percent water utility tax. This utility tax funds fire protection expenses, which are General Fund responsibilities that are incurred by the water utility. The total water utility tax is 12.04 percent. This additional utility tax is expected to increase \$91,029 due to current consumption trends.

"Other taxes" total \$2,993,862 or 5.0 percent of General Fund revenues. Some taxes generated within this category includes some that are following the sales tax trend, while other continue to be negatively impacted by the COVID-19 public health emergency. At the time these projections were developed, some of business activity remained near 50 percent despite Governor Inslee's reopening under the Washington Ready plan. It is anticipated that Business and Occupation tax revenue will increase compared to the adopted 2021 Budget and total \$2,540,102 in 2022. Admissions taxes projections are expected to remain lower than historical levels at \$84,000. Total gambling tax revenues are also expected to continue to be lower than historical levels in 2022.

Anticipated revenue from building permits, development review fees, and related services have grown consistently since the recovery from the Great Recession. The following table illustrates the most recent planning related revenues:

	<u>Planning Fees</u>	<u>Variance</u>
2022 Proj.	2,015,000.00	(185,000.00)
2021 Bud.	2,200,000.00	(36,176.95)
2020	2,236,176.95	(1,597,879.56)
2019	3,834,056.51	821,690.07
2018	3,012,366.44	919,144.84
2017	2,093,221.60	(739,423.64)
2016	2,832,645.24	899,302.37
2015	1,933,342.87	324,040.87
2014	1,609,302.00	452,281.08
2013	1,157,020.92	(139,439.65)

Residential housing construction volume has slowed considerably since the 2006 housing peak. As of the end of this past September, 74 single-family permits have been issued. This is 32.7 percent lower than during the same period of 2020. The following table illustrates the ten most recent years' single-family residence building permit issuances:

	<b>Single Family Permits Issued</b>
2021 YTD	74
2020	134
2019	198
2018	182
2017	180
2016	334
2015	307
2014	314
2013	213
2012	287
2011	219

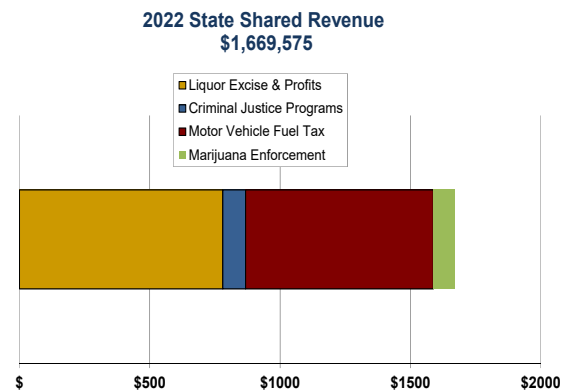
While single family remains an important economic indicator, now with the recent resurgence of commercial and multi-family development a broader viewpoint is warranted. The 2010's finished with strong multi-family and commercial/industrial development. So far the beginning of the 2020's all segments of building development are experiencing a lower level of activity. Year-to-date 2021 the number of building permits is slower than 2020, but the permit valuation is slightly higher. The following table illustrates the ten most recent years' single-family residence, multi-family, and commercial/industrial building permit issuances:

	<b>New Building Permits Issued</b>	<b>New Building Valuation</b>
2021 YTD	153	88,271,786
2020	240	125,792,877
2019	372	293,666,775
2018	325	264,465,381
2017	309	108,653,897
2016	464	253,087,534
2015	420	109,308,395
2014	456	103,400,182
2013	340	61,278,990
2012	412	24,601,925
2011	325	89,260,690

It is anticipated the same permit issuance volume will continue through 2022.

Many of the functions performed by the City are financed or partially reimbursed through service fees and user charges. These fees for service total \$9,554,183 and represent 15.9 percent of the General Fund revenues. The most significant

amount, \$6,131,670, comes from Public Works engineering, water resources, and maintenance support services performed for the benefit of the City's utilities and capital projects. These services include utility planning, ground and surface water protection activities, water conservation, wellhead protection, capital facilities planning, engineering design, construction oversight, and facilities maintenance. 2022 continues to include indirect cost recovery fees charged to the water, wastewater, and stormwater funds. During 2022,



the utility funds will reimburse the General Fund for administrative and overhead costs in the amount of \$1,296,823. Parks & Recreation program fees are anticipated to increase \$542,912 to \$892,940. The budget assumes Parks & Recreation programs will nearly return to pre-pandemic levels in 2022, but at this time the COVID-19 public health emergency is still in effect and is impacting those programs.

Also incorporated into this category of revenue are charges for administrative services to Animal Services, the North Thurston Public Schools pool and field use contracts, and other contracted and internal services.

Each year, every city receives a per capita share of taxes collected by the State of Washington. These are commonly referred to as state-shared revenues and include Liquor Revolving Funds, Liquor Excise Tax, Fuel Tax, and Criminal Justice Funds. The General Fund will receive state-shared revenues totaling \$1,669,576 in fiscal year 2022. State-shared revenues, total \$37.95 per capita.

## General Fund - Expenditure Summary

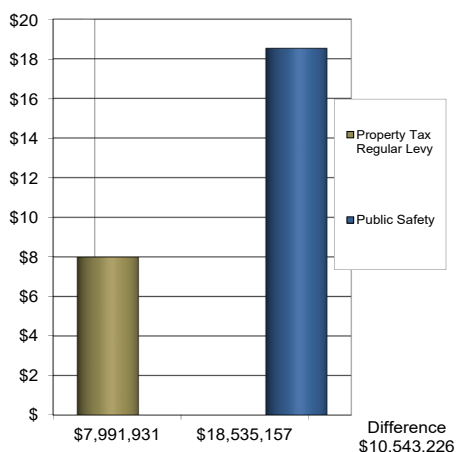
The City of Lacey is a general-purpose government agency providing numerous services through its employees and other contracted sources. The cost of public safety services presents the single largest expenditure from the General Fund. These services will require \$16,361,881 in 2022, which represents 30.2 percent of all expenses within this \$54.2 million fund.

The corresponding chart on this page illustrates the cost of our public safety services in relation to the City's regular property tax levy. As demonstrated by this chart, revenue from property taxes falls \$10,543,226 short of meeting public safety costs.

While it is always interesting to note that although property taxes are likely the single most frustrating to citizens, the total property taxes collections cannot fund the most basic purpose for which the City was incorporated (i.e., public safety).

### Police Services

Public Safety Compared to  
Entire Regular Property Tax Levy



The adopted police budget totals \$16,361,881, an increase of \$2,805,759 over the amended 2021 budget. The 2022 continues to fund three police officer positions will address succession planning needs in the department, but one of the positions will be changed to a sergeant. A combination of anticipated retirements and long transition periods

due to the police academy long lead time creates the need to fill positions early to maintain service levels. The succession planning positions are expected to be temporary (two to three years) in nature and are funded by a City Council committed reserve for this purpose. To address police reform legislation and new video and audio recording laws, two community service officers, one records specialist, and a dedicated information technology specialist are additions in the adopted 2022 budget.

The Police Department budget alone represents 27.3 percent of the total General Fund budget. The police department's outreach effort to businesses, youth, seniors, ethnic, and citizen groups is



noteworthy and has produced positive benefits for the City and the community. The department's partnership with the Nisqually Indian Tribe and Lewis County for prisoner support services has also served the community well. Lacey allocates \$885,122 annually for prisoner support and medical expenses.

The department has established two police substations, one in south Lacey, the second in Hawks Prairie. These substations are strategically located to support patrol officers and enhance their efficiency.

In 2009, the Lacey Police Department (LPD) became the first city in Thurston County to be state accredited. This means the LPD is meeting the best practices of professional performance established by the State of Washington.



Lacey residents are most fortunate to have such a fine group of professional men and women dedicated to providing innovative and quality public safety services. Once again, local crime statistics indicate that Lacey's residents enjoy one of the lowest crime rates per capita among municipalities in the state.

### Parks and Recreation

Although the economy is fully opened under Governor Inslee's Washington Ready plan, Lacey's recreation, aquatics, sport, cultural and special events programming including the Lacey Activities Coalition for Teens (ACT), and the After School and Day Camp programs are still operating with safety requirements and activity has not returned to the pre-pandemic level. The adopted 2022 budget assumes these activities will return to normal level, but in the event they do not, expenditures for these programs will not be incurred and parks and recreation fees will not be collected.

Lacey's parks and recreation programs are held in high regard by jurisdictions throughout the state because of their excellent variety, organization, planning, and supervision. The popularity of the Friday evening ACT event is a testimony to the effectiveness of this program and the caring attitude of the staff and numerous volunteers who are dedicated to serving our community's youth.

The Regional Athletic Complex (RAC) continues to be a premier destination for outdoor sporting events, but is operating at a decreased level due to the public health emergency. The RAC offers synthetic fields and advanced lighting for all-year use. The RAC also serves as a community park that offers a play area and walking trails.

The City's community buildings are also impacted by the COVID-19 public health emergency safety requirements. Prior to the COVID-19 public health emergency, the Community Center was growing in use. The Senior Center was a very active place operated by Senior Services of South Sound with the City maintaining the facility. There is confidence these vital community building will return as strong as ever. The operation and

maintenance of these three buildings are funded out of the Community Buildings Fund budget, which is included in the General Fund.

The Community Center and Jacob Smith House will generate combined rental income estimated at \$146,000 with additional revenue coming from the City's regular property tax levy. The rental income is expected to continue to be negatively impacted by the COVID-19 public health emergency. The 2022 Community Buildings Fund budget totals \$767,973.



Registration and service fees, for the myriad of recreation programs Lacey Parks offers, are estimated at \$892,940, or about 27.3 percent of the \$3,275,363 Parks and Recreation's program budgets. General Fund revenues support the balance of the cost of these quality of life activities.

Some of the cultural programs offered by Lacey's Parks and Recreation department are supported through Lodging Tax receipts. (Note: This fund is not included in the composition of the General Fund). The tourism and hospitality industry are still impacted by the COVID-19 public health emergency, but is recovering. With the use of reserves, historically funded Lodging Tax programs such as the July 3rd Fireworks and Concert, Music in the Park, the Cinema series, and Cultural Celebration are funded in the adopted 2022 Budget. Also, funded are the operations of the local tourism promotion organizations and tourism facilities. These include the Lacey Chamber of Commerce Visitor Services, Washington Center for Performing Arts, Experience Olympia and Beyond, Lacey Regional Athletic Complex, and Lacey Museum.

### **Administrative Services – City Council, City Manager, Human Resources, Public Affairs, and City Clerk**

Key components of the City's administrative support services include City Council, City Manager, Human Resources, Public Affairs, and City Clerk. Adopted 2022 expenditures will be \$3,834,765, an increase of \$90,347 compared to the amended 2021 budget. The increase is a result of the full-year impact of an additional position in the City Manager Department.

### **Social Services**

The 2022 Adopted Budget includes a Social Services Department, which includes many of the services previously provided as single items throughout the City's budget. For example, Veterans Services were accounted for within the Public Affairs Department and other social services were mainly accounted for in the Contracted Services Department. These are now consolidated into one department. The includes the following services: Veterans Services, homeless and affordable housing services, and other social services. The adopted expenditures are \$1,220,518.



Many of the services provided Lacey residents for public health, social services, youth initiatives, library services, cultural and community enrichment programs are performed by contract through other agencies and volunteer groups. Each is important to the quality of life and well-being of our citizens.

Lacey continues its participation in regional social service initiatives. The 2022 budget assumes that the City's contribution will be \$68,403. The contribution will be to the Regional Housing Council. Previously, the City contributed to the Health and Human Services Council (HHSC). The City is proud to be able to maintain its human services contributions.

### **Library Services**

The City owns and maintains the Lacey Timberland Library building located next to City Hall. Maintaining the building and grounds will cost \$126,175 in 2022. Each year the City replaces furniture and fixtures as required.

### **Community and Economic Development**

The Department of Community and Economic Development is responsible for building code enforcement, and planning services including commercial and residential construction. It has been the vision of the City Council, for nearly twenty years, that the area zoned Hawks Prairie Business District develop as high intensity, mixed-use urban center. This coming year, the City Council will continue to focus time and energy on the Gateway Town Center project, Lacey Mid-Town, and Depot District.

The number of residential housing permit applications as of the end of September totaled 74 compared to 110 this time last year and 132 the year before last. 961 residential housing permits were issued through September in 2006 when single-family residential development was at its peak. It is anticipated that single-family permits issued will continue at the same slower 2021 pace through 2022. Revenues projections relating to building permits include development proposals review, permits, and building fees. The recent development activity increases have originated from industrial/commercial and multi-family developments.

The adopted Community and Economic Development Department budget totals \$3,704,246, a 4.5 percent decrease compared to the amended 2021 budget. The decrease is due to a \$422,352

reduction to special projects, which offset inflationary increases to labor costs and a \$300,000 increase to strategic economic development investments



### **Public Works – Engineering and Maintenance Services**

Public Works administration, project and utility engineering, construction management, transportation planning and engineering, water resource management, and parks and street maintenance services all are included in the General Fund budget. Where appropriate, the cost of these services is reimbursed from city capital construction projects, charges to utilities, and from fees assessed to private development. Fees and charges collected for these services account for \$6,131,670 or 10.2 percent of General Fund revenues. Adopted expenditures will be \$14,917,781, or 24.9 percent of all General Fund activity.

The Engineering Division work program for 2022 continues to be dominated by the demands of transportation and utility capital improvement projects. The focus is fixed on water reservoir construction, well rehabilitation, waterline improvement/replacement, lift station rehabilitation, sewer line installations, lift station onsite generator installations, stormwater line installation, and the overlay rehabilitation program, which consists of significant improvements to Carpenter Road and arterials in the southeast Lacey area. A detailed listing of projects is provided in the summary pages entitled Arterial Street Fund, Water, Wastewater, and

Stormwater Utility Funds. The adopted Engineering Division services budget is \$4,639,793, an increase of \$692,183 or 17.5 percent. Five positions are adopted to administer, design, and manage the increasing level of capital improvement projects. With the pending \$213 million water and sewer 2021-2029 capital improvement program, increased street overlay program, continuing transportation projects, and increasing number of facility and parks projects, there is a need for addition staff for all stages of construction. The adopted 2022 Budget includes, two utility civil engineers for design and construction management, two civil engineers for project administration and construction management, and one engineering technician III for capital project inspection. The majority of the increase labor costs are already considered within the various capital improvement plans and the General Fund will be reimbursed through the interfund engineering professional services process.

The Water Resource Division of Public Works faces a full schedule of responsibilities and projects for 2022. Water Resource personnel are heavily involved in monitoring the quality of surface and groundwater, development review, flooding issues, reservoir facility design and construction, water system modeling, and water conservation efforts.

Implementing the state and federal requirements of Phase 2 National Pollutant Discharge Elimination System (NPDES) (Stormwater treatment and discharge) also continues as a top priority for the City's Water Resources staff. Clearly, however, there is a long-term positive benefit to local waterways and Puget Sound. Budget requirements for this division total \$1,900,084. This is a \$356,412 increase. To address the increasing program requirements of the Stormwater NPDES permit, a new Stormwater Program Manager (civil engineer) is required to address the Stormwater program deficiencies.

The Facilities Management Division will have a budget of \$934,972, an increase of \$189,138 from last year. The majority of the increase is related to the replacement of a City Hall elevator car, which is estimated to cost \$145,000. This division is responsible for the care and upkeep of numerous



City owned buildings and facilities including City Hall, Library, Community Center, Maintenance Center, Jacob Smith House, and the Senior Center and upkeep of numerous city owned buildings and facilities including City Hall, Library, Community Center, Maintenance Center, Lacey Depot, Jacob Smith House, and the Senior Center.



The Parks Maintenance Division is responsible for the care and upkeep of City parks, park structures, planter strips, street trees, and other vegetated street rights-of-way. Maintenance staff also provides coordination and supervision for the Council's WIN (Work Involvement Now) program that is an award winning community service partnership between the City and youth organizations within the community. Part-time and seasonal employees are a key component to meeting the significant workload of this division. The adopted Parks Maintenance operating budget totals \$3,274,820, an decrease se of \$12,307.

The Street Maintenance Division is responsible for the cleaning, upkeep, and repair of all City streets, sidewalks, street lighting, markings, and signals. Repair and maintenance responsibilities continue to grow as new streets are added to the inventory of transportation infrastructure. The adopted 2022 City Street fund budget totals \$4,017,012, an increase of \$109,491. Funds for this program come primarily from the motor vehicle fuel tax and dedicated utility tax revenues. City streets continue to be very well maintained with the majority of our roadways rated as being in good or excellent condition.

### Regional Athletic Complex – Operating Fund

The Regional Athletic Complex - Operating Fund is responsible maintaining the fields and facilities as well as managing the scheduling of tournaments and events at this park. The adopted operating budget for the RAC is \$1,233,312. This is an increase compared to the 2021, but does assume the RAC's use will continue to be impacted by the COVID-19 public health emergency to a small extent. Field use, league fees, sponsorship, concession contracts, rental fees, and investment interest of \$413,465 need to be supplemented by contributions from Lacey's Lodging Tax fund \$180,000, \$439,847 from the City's General Fund, and \$200,000 from Public Facilities District (PFD) revenues.



## Capital Equipment Fund

The acquisition of tools and equipment for staff to effectively perform their work is provided for in the Capital Equipment Fund. One of the key reasons Lacey is able to operate with fewer employees than typical cities has been its willingness to ensure that our employees have the tools and working environment necessary to perform at high levels. This fund provides the software, computers, vehicles, tools, and equipment that are required

each year. A listing of all adopted operating capital is located at the end of this summary section of the budget document.

The 2022 Capital Equipment Fund budget totals \$2,073,556. The most significant capital equipment is related to the implementation of the Police body worn camera program. \$1.2 million of transfers to other funds for the Regional Athletic Complex parking lot construction, Wonderwood Park trail and court improvements, and parks security camera system expansion are included in the adopted budget.



## Building Improvement Fund

The Building Improvement Fund was created to provide for the source and use of funds to account for the acquisition of property and construction of City owned facilities.

The funding resources for these projects come from General Fund reserves. The Building Improvement Fund budget for 2022 totals \$2,314,265 and includes the following projects:

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Police Station Land Acquisition and Site Development	\$2,000,000
Facilities Condition Assessment and Asset Management Software	300,000
Total	\$2,300,000

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## Parks and Open Space Fund

The Parks and Open Space Fund was created to acquire property for future park development and the preservation of open space. Funding was provided by dedicating a one percent utility tax to this purpose. Over the years, the City has been very successful in acquiring property and leveraging grant funds to augment resources. This fund also is the depository of the revenue from the sale of voter approved Park Improvement Bonds to construct improvements to various park properties.

As more parks have been developed and others improved, the City planned to transfer some of the utility tax revenue to the Current Expense and the RAC Maintenance Fund to assist with the ongoing cost of maintaining these facilities. Unfortunately, beginning in 2014 it became necessary to use the remainder of the dedicated 1.0 percent utility tax for the maintenance of other park facilities. Currently, the utility tax now remains in the General Fund for park operations and maintenance. Previously, the remaining dedicated funds were placed into reserves for future park acquisitions and park development. Until ongoing revenue sources can be identified, future acquisitions and development will be unfunded. The City will continue to seek grant funding for this purpose.



## Arterial Street Fund

The 2022 Arterial Street Fund totals \$3,816,998, which is \$5,521,048 less than last year's budget. The 2022 transportation capital improvement program includes the design of the College Street and 16th Avenue Roundabout design, , 10th Avenue from Golf Club to Alhadeff Lane, College Street NE Extension design, and 4th Avenue design and right-of-way. In 2018, the street overlay and rehabilitation program returned because of a voter-approved Transportation Benefit District sales tax. The successful preservation program is accounted for in a separate special revenue fund, the Transportation Improvement Fund.

Finding the necessary resources for roadway improvements always is a challenge. Over the years, our transportation engineers have done an exceptional job of securing funding through various regional, state, and federal programs. Recently, they have secured

grants for the additional south bound I-5 exit lane at Marvin Road, Woodland Trail Phase 2, Carpenter Road design and right-of-way acquisition, 6th Avenue realignment project, major upgrade to Mullen Road east, the westbound land of Britton Parkway, the College Street and 22nd Avenue roundabout, College Street and 16th Avenue roundabout, Smart Corridors, and Hogum Bay Road. Their skill in matching our needs with potential grant funds is second to none.

In 2022, the City will allocate the following resources to match grants and construct several transportation improvements: \$2,000,000 Real Estate Excise Tax and \$337,016 State Fuel Tax. Approximately \$152,849 of mitigation fees will be used as well.

Many of the projects listed on this page have been in process for several months and/or will be in process in 2021 and will require the following resources during the 2022 budget year:



7th Avenue and College Street Roundabout	\$200,000
Carpenter Road and Britton Parkway Interim Roundabout Design	50,000
14th Avenue and Sleater-Kinney Road Intersection Improvements	150,000
LED Street Lighting Replacement	200,000
Signal Pole Replacement (Sleater Kinney and Pacific Avenue)	80,000
Marvin Road Exit 109	30,000
Electric Car Charging Stations	60,000
College Street NE Extension	177,500
College St. & 16th Ave Roundabout Design	465,498
4th Avenue Design	300,000
Marvin Road Annexation Signal Improvements	144,000
10th Avenue from Golf Club Road to Alhadeff Lane	1,000,000
Pacific and Kinwood Annexation Signal Improvements	75,000
Transportation Comprehensive Plan	100,000
Transportation Right-of-Way Acquisition	500,000
Miscellaneous 2022 Minor Projects	<u>285,000</u>
Total	<u>\$3,816,998</u>

## Transportation Improvement Fund

The Transportation Improvement Fund is established to account for the voter-approved Transportation Improvement Benefit District 0.2 percent sales tax. This dedicated sales tax fund the pavement preservation program and sidewalk repairs and improvements. The 2022 Transportation Improvement Benefit District capital budget is expected to include an expanded overlay program consisting of 7th Avenue from Sleater Kinney to Woodland Square Loop, 14th Avenue from Sleater

Kinney to College Street, 29th/30th/Lakeview Drive, Campus Highlands Drive from Willamette Drive to Cameron Drive, Carpenter Road from Pacific Avenue to Roo Lane, Galaxy Drive and Quinault Drive, older sections of Marvin Road from Britton Parkway to 41st Avenue, Mullen Road between Rosemont Court and Afflerbaugh Drive, Nelson Road, and Royal Street. \$250,000 is included in the adopted budget for sidewalk repairs and replacements.



## Lodging Tax Fund

Particular mention needs to be made of the growing significance of this fund. It was not until the number of motels in our community grew beyond one and the state legislature permitted the doubling of the room tax rate (with certain use restrictions), that the revenue generated from this tax could have a truly meaningful and beneficial impact on our community. There are now eight hotel/motels in Lacey.

The statute that increased the tax rate from 2 percent to 4 percent also required the formation of a Lodging Tax Advisory Committee comprised of representatives of the motel industry, authorized beneficiaries of the tax, and a member of the City Council. This committee has adopted the following mission statement:



"Invest lodging tax revenues in community events and projects that attract the greatest number of visitors and tourism dollars to Lacey."

With this mission statement in mind and in accordance with the uses authorized by state statute, the following expenditures are adopted for 2022:

Lacey Chamber of Commerce – Visitor Services & Community Profile	\$70,000
Washington Center for the Performing Arts	30,000
Experience Olympia & Beyond – Events Guide, Visitor Services	100,000
Fun Fair	12,000
Senior Games	15,000
Cultural Celebration	9,000
South Sound Barbeque Festival	18,000
Brats, Brews, And Bands – Rotary Club	5,000
Capital Lake Fair	10,000
July 3rd Fireworks and Concert	20,000
Polyfest	10,000
City of Lacey Art Fund – Banners	10,000
Chamber of Commerce 2022 Golf Classic	5,000
Chamber of Commerce Winter Fest	5,000
Tomorrow – South Sound Block Party	10,000
American Lung Association – Reach the Beach	5,000
Regional Sports & Events Complex (Marketing & Promotion)	180,000
Huntamer Park Concerts and Events	18,000
Lacey Museum Operations	48,500
Total	<u>\$580,500</u>

In 2001, the Lodging Tax Advisory Committee concluded that sport tournament play had a direct and beneficial impact to the community. In keeping with this determination, the Committee agreed that a substantial contribution to the Regional Athletic Complex (RAC) was in total harmony with its mission

statement. Lodging Tax contributions will continue to focus on the marketing and promotion of this facility.

Total revenues are estimated at \$580,500 with \$179,866 coming from reserves and interest earnings.



## Regional Athletic Complex - Capital Fund

Beginning with the 2008 budget, capital expenditures relating to construction of improvements for the second phase of the Regional Athletic Complex (RAC) were budgeted as a separate fund.

As part of the Public Facilities District interlocal agreement, an additional 26 acres were purchased in 2007. This property is located on the southwest corner of Steilacoom and Marvin Roads. This land will be held in reserve until such time as funding for the third phase of the RAC is available for development. It is anticipated that all future improvements beyond Phase 2 will be funded by

Public Facility District (PFD) revenues.

The Regional Athletic Complex capital budget totals \$3,568,288. Of that amount, \$576,400 will be used to pay the interest and principal due on the \$8.0 million of debt issued to help finance recent improvements. The balance will be used to pay for the City's share of PFD expenses, preliminary design of RAC Phase 3, and additional RAC parking lot construction.





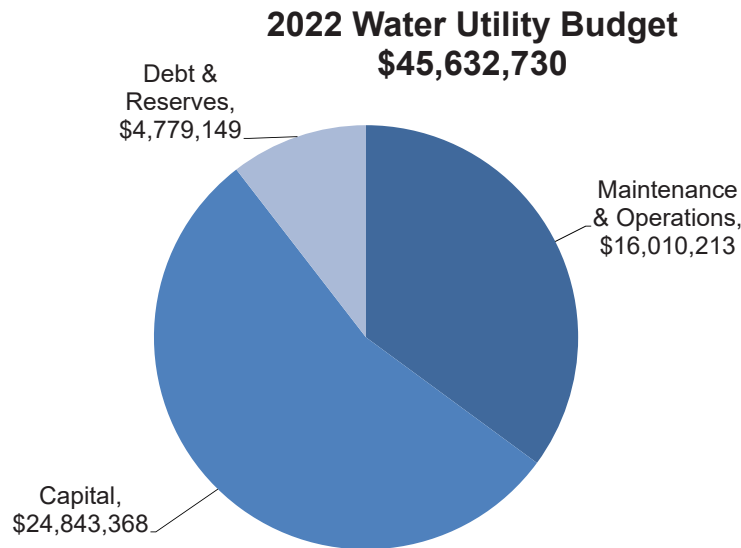
## Water Utility Fund

The City's Water Utility is consistently growing. With over 26,512 water accounts, the City's Water Utility serves approximately 64,430 customers. As an enterprise fund, the Water Utility must be self-supporting through the collection of fees for service and system connection charges.

### Maintenance and Operations

The 2022 Maintenance and Operations budget totals \$16,010,213, a \$1,178,559 or 8.0 percent increase over the 2021 amended budget.

The 2022 Budget includes a 5.25 percent rate increase effective January 1. The increase is consistent with the impact of the July 1, 2021 adopted rate increase and the draft Water Comprehensive Plan update that is expected



Each year, through the budget process, improvements to the system's service delivery capacity are initiated. In spite of the challenges acquiring additional water rights and financing essential capital improvements, Lacey continues to take aggressive steps to ensure its water system is in peak condition to guarantee the consistent delivery of high-quality water to our customers.

There are three major categories under which the Water Utility allocates revenues and expenditures. These are Maintenance and Operations, Replacement and Capital Construction, and Debt and Reserves.



to be adopted during 2022. The draft Water Comprehensive Plan requires 5.25 percent annual increases to water resources to maintain quality and safe drinking water and to fund required capital improvement projects. Due to regulatory requirements, necessary facility repairs, growth, and efficiency capital projects, the 2021 to 2029 capital improvement program is \$161 million.

### Water System Improvements – Replacement and Construction

Within the Water Comprehensive Plan is a schedule of system improvements determined to be necessary to maintain and meet service demands for the next several years. Replacement dollars are allocated to perform well replacements, designing

waterline replacement projects for 2022, and complete waterline modifications in various service areas.

The capital budget for 2022 totals \$24,843,368 and includes the following projects:

Capitol City Wastewater Septic Abandonment	700,000
Water Comprehensive Plan Update	50,000
Golf Club Watermain	1,500,000
Hawks Prairie Sister Standpipe	70,000
337 Zone Reservoir (Terry Cargil Reservoir)	8,000,000
Madrona Well pH Treatment	2,000,000
Well Source 1 Well Replacement and Treatment	10,000
Mullen Road Watermain	10,000
Source 17 Well House and Treatment	4,000,000
Capitol City Golf Course West	1,000,000
Well Source 4 Supplemental Well	200,000
2021 Well Review and Rehabilitation Program	290,000
Westside Wells pH Treatment (College and 32nd)	1,000,000
Hawks Prairie Reservoir Rehabilitation	892,000
Well Source 4 Rehabilitation	5,000
TCOMM911 Facilities – Marvin and 41st Avenue NE	10,000
Well Source 6 Water Rights (Judd and 24th Avenue)	135,000
Well Source 7/ATEC Property Purchase	500,000
College Street and 16th Avenue Roundabout (Design)	350,000
400 Pressure Zone Transmission (Pacific, Chatham, Milbanke)	40,000
Union Mills Tank Coat and Refurbish (Karla Lane)	360,000
2021 Funds for Miscellaneous Projects	10,000
Reclaimed Water Comprehensive Plan	75,000
Well Source 27 Rehabilitation	175,000
Well Source 29 Rehabilitation	200,000
Marvin Road County Project	450,000
Franz Water Improvement	150,000
Marvin Rd Production Well	50,000
Hawks Prairie SCADA and Wetland Mitigation	56,000
Carpenter Road, 7th and 14th Avenue SE Watermains (2022 Overlay)	1,250,000
College Street Extension Watermains	100,000
Lift Station 6 - Watermain (32nd Court SE)	250,000
Groundwater Trends – Hawks Prairie Rights	50,000
Meridian Well and Testing	50,000
Well Source 10 Blowoff, Generator, and Electrical	50,000
2022 Annual Valves	50,000
2022 Funds for Miscellaneous Projects	250,000
2022 Revenue Bond Repayment	505,368
Total	<u>24,843,368</u>

Revenue for system construction projects comes from General Facility Connection (GFC) charges, front footage charges, and user rates. Major system improvements are funded in large part through the assessment of the General Facility Charge (GFC), which is paid by all new customers connecting to the City's water system. Pending City Council approval, the 2022 GFC fee for a standard 5/8" connection, a typical single-family home meter size, will be increased to \$8,374 based upon a consultant study. Larger meter connections will increase in proportion to the new cost of a residential meter.

### Water System Debt and Reserves

The Water Utility has the obligation to repay long-term financing provided by the 2013 Revenue Bonds. \$505,368 is included in the 2022 Budget for interest and principal payments for the 2013 Revenue Bonds. These debt service payments are funded through Water rates and will be transferred into the debt service fund from the capital fund.



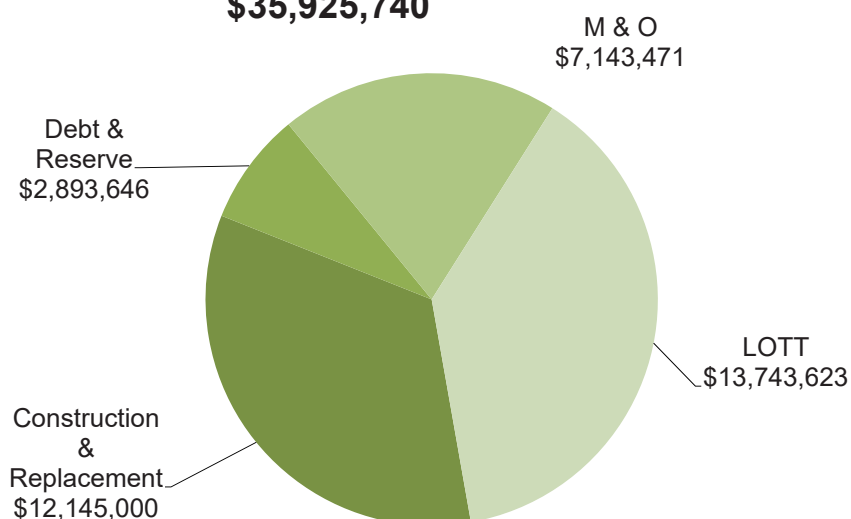
## Wastewater Utility Fund

Lacey's Wastewater Utility provides service to nearly 19,702 connections. Lacey is responsible for the utility's collection system, while the Lacey, Olympia, Tumwater, Thurston County Alliance aka LOTT, provides wastewater treatment services.

and capacity expansion projects. As a result of this increase, a residential customer will pay approximately \$2.19 more per month.

The Wastewater Utility also is divided into three major categories for budgeting and cost accounting purposes, Maintenance and Operations, Replacement and Capital Construction, and, Debt and Reserves. Revenue for the utility comes from monthly user fees and connection charges.

### 2022 Wastewater Utility Budget \$35,925,740



The 2022 Budget includes a 9.5 percent increase. The increase is consistent with the impacts of the July 1, 2021 adopted rate increase and the revenue requirement study completed by the City's rate consultant. The study included an analysis to determine the amount of revenue to maintain and operate the City's sewerage conveyance system and the construction of new capital facilities and infrastructure and the need repair of existing infrastructure facilities. The \$52 million 2021 to 2029 capital improvement program includes necessary repair projects for collection/conveyance and lift stations

### Maintenance and Operations

The adopted 2022 maintenance and operating budget totals \$20,887,094, which is \$1,580,155 or 8.2 percent more than the 2021 amended budget. This increase reflects the estimate for new service connections or Equivalent Residential Units (ERUs), the adopted \$1.27 increase to LOTT fees, which the City collects and forwards to them, and increasing transfers to the capital fund.



The user fee collected for LOTT (\$43.50 per month per equivalent residential

unit, which includes a 2022 3.0 percent rate increase) is the most significant expenditure or pass-through payment. The estimated total LOTT fee for 2022 is \$13,743,623 or 65.8 percent of the Wastewater Utility's operating budget.

The 2022 revenues for Wastewater Utility activities that fund City operations are estimated at \$6,997,558. A rate increase of 9.5 percent is included in this adopted budget. Lacey's portion of

the monthly user charge will increase from \$23.04 to \$25.23 effective January 1, 2022.

### Replacement and Capital Construction

Construction of wastewater facilities is funded in the capital budget. The 2022 capital budget totals \$12,145,000.

Construction activity scheduled for 2022 is as follows:

Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)	2,100,000
Liftstation 12 Abandonment (Aldea Glen)	1,500,000
Golf Club Wastewater Improvements	1,875,000
Liftstation 49 Cross Connection Control	450,000
Mullen Road STEP Main (Ph. 2 Lakepointe Bioxide)	10,000
Liftstation 11 Abandonment (Aldea Glen)	250,000
Liftstation 20 Abandonment (47th Avenue SE)	100,000
Capital City Golf Course - West	1,900,000
Sewer Decant Facility (Pit Site)	250,000
Mullen Road STEP Main Improvement	500,000
Liftstation 23 Rehabilitation (College St. NE/Abernathy)	200,000
Liftstation 3 Replacement	1,000,000
Liftstation 49 Land Purchase	50,000
College Street & 16th Ave Sewermain Design	100,000
Liftstation 17 Rehabilitation	200,000
Manhole Rehabilitation 2021	50,000
Liftstations 34 and 56 Capacity	65,000
2021 and 2022 Liftstations Awnings	200,000
2021 Funds for Miscellaneous Projects	10,000
Marvin Road County Project	225,000
College Street Extension and Lift Station 27 Abandonment	50,000
2022 and 2023 Annual Manhole Rehabilitation	100,000
Tolmie Park Sewer	45,000
Liftstation 6 Rehabilitation	200,000
Wastewater Comprehensive Plan	100,000
2022 and 2023 Liftstations Awnings	265,000
Clearbrook Access and Miscellaneous Improvements	50,000
2022 Annual Valves	50,000
2022 Funds for Miscellaneous Projects	250,000
Total	<u>12,145,000</u>

### Wastewater Debt and Reserves

Current local improvement district debt for Utility Local Improvement District (ULID) #23, which included a sewer line installation and connections

and ULID #24, which included a sewer line installation.



## Stormwater Utility Fund

The Stormwater Utility also is divided into three major categories for budgeting and cost accounting purposes, Maintenance and Operations, Replacement and Capital Construction, and, Debt and Reserves. Since there is no connection charge for this utility, funding for construction projects and improvements must come from monthly rates not required for maintenance and operations.



### Maintenance and Operations

The Stormwater Utility operates and maintains stormdrain facilities that serve the public right of way. An emphasis is placed on remediating water quality and flooding concerns; cleaning and maintaining catch basins, storm ponds, swales, and other rainwater treatment facilities; monitoring water quality to address pollution problems; and, ensuring compliance with state and federal standards for stormwater treatment.

The operating budget for 2022 totals \$4,651,470. Implementation of NPDES Phase 2 requirements of inspecting and monitoring stormwater treatment facilities continues to place increased demands on this utility.

The 2022 Budget includes a 4.5 percent increase effective January 1. The increase is informed by the current Stormwater Comprehensive Plan, which was adopted in November 2020. The Stormwater

Comprehensive Plan includes rate recommendations through 2025 and provides the necessary resources to meet the operational requirements of the NPDES Phase 2 permit and required capital improvements. As a result of this increase, a residential customer will pay approximately \$0.56 more per month.

### Replacement and Capital Construction

Over the past several years, Lacey has taken aggressive steps to address stormwater flooding and treatment problems in the community. Lacey continues to be in the forefront of communities within the state and across the nation in addressing water quality issues associated with stormwater runoff. Lacey also takes great pride in taking steps to improve habitat, stream flows, and spawning beds to help restore salmon runs in Woodland Creek. The 2022 budget of \$1,477,258 provides for the on-going commitment for stormwater treatment and water rights mitigation.

As mentioned above, funding of stormwater improvement projects comes from monthly service charges. The comprehensive plan increases the system replacement funding to 25 percent of the annual depreciation expense over the six-year plan period. Other funding has come from grants, mitigation fees, and loans.

Construction activity scheduled for 2022 are as follows:

Decant Effluent Modifications	75,000
Stormwater Design Manual Update	80,000
Ruddell Road Stormwater Facility Land Purchase	5,000
Woodland Creek Oil Water Separator	430,000
Woodland Creek Community Park Habitat Rehabilitation	40,000
Westminster Pond Rehabilitation	330,000
Stormwater Rate Structure Conversion	100,000
2021 Funds for Miscellaneous Projects	10,000
Stormwater Management Action Planning	100,000
White Fir Stormwater Installation	50,000
Lift Station 6 – Stormwater Catch Basins (32nd Court SE)	5,000
2022 Funds for Miscellaneous Projects	150,000
2022 Revenue Bond Repayment	<u>102,258</u>
Total	<u>1,477,258</u>

### Stormwater System Debt and Reserves

An estimated \$102,258 is included in the 2022 Budget for interest and principal payments for the 2013 Revenue Bonds. These debt service payments

are funded through Stormwater rates and will be transferred into the debt service fund from the capital funds.



## Reclaimed Water Fund

The City created the Reclaimed Water Fund in 2008. This fund is divided into two functions – Maintenance and Operations and Capital Projects. The Reclaimed Water Fund remains dormant pending the completion of a comprehensive plan. In the meantime, reclaimed water functions are being accounted for in the Water Utility Fund.

Reclaimed water is highly treated wastewater that is environmentally safe to use as irrigation water or to supplement stream flows.

The Maintenance and Operations portion of the fund will begin by addressing the planning and design of the infrastructure of this utility. This will be accomplished through professional service contracts. Development of a traditional maintenance and operations budget will not begin until such time as there is a “system” to maintain and customers to be served.

Upon completion of a comprehensive plan for this new utility, connection and user fees will be established and implemented to fund operations and capital projects



## General Obligation Debt/ L.I.D Funds

### Voter Approved G. O. Debt

The General Obligation (G.O.) Debt Fund was created to provide for the payment of principal and interest on all general-purpose bonds issued by the City for facilities and equipment. When significant capital expenditures are funded by voter approval, the necessary revenue for debt retirement comes from an excess property tax levy.

The 2022 excess levy rate for voter-approved debt is estimated to be \$0.0757 per \$1,000 assessed value based on a \$683,000 levy. This includes a \$323,600 excess levy that began in 2003 for the first group of Park Improvements maturing in 2023; and, a \$359,400 levy that began in 2007 for the final group of Parks Improvement projects. The 2022 excess levy rate is significantly lower due to the 2021 final payment for the 2002 voter-approved debt for fire safety improvements.

The following table provides additional information about each G.O. Bond.

	Original Issue Amount	Jan. 1, 2022 Outstanding BalanceDate	Maturity
2012 Parks Improve. Refunding GO Bond (2003)	2,845,000	620,000	Dec. 2023
2015 Parks Improve. Refunding GO Bond (2006)	2,995,000	1,610,000	Dec. 2026
Total	5,840,000	2,230,000	

### Councilmanic or L.T.G.O. Debt

State statutes permit city councils authority to issue a limited amount of debt without voter approval. This is referred to as Limited Tax General Obligation (L.T.G.O.) bonded indebtedness. Income to pay annual principal and interest obligations must come from general revenue sources of the City. L.T.G.O. debt has been issued in the past to construct the Library, Community Center, and an addition to City Hall. Some of the revenue from property, sales, business and occupation, and utility taxes was committed to debt retirement.

Also, \$8.0 million of L.T.G.O. debt was issued in 2007 for the development of phase 2 of the Regional Athletic Complex. Public Facility District sales tax provides for the annual debt service for this bond obligation.

### Local Improvement District Bond Fund

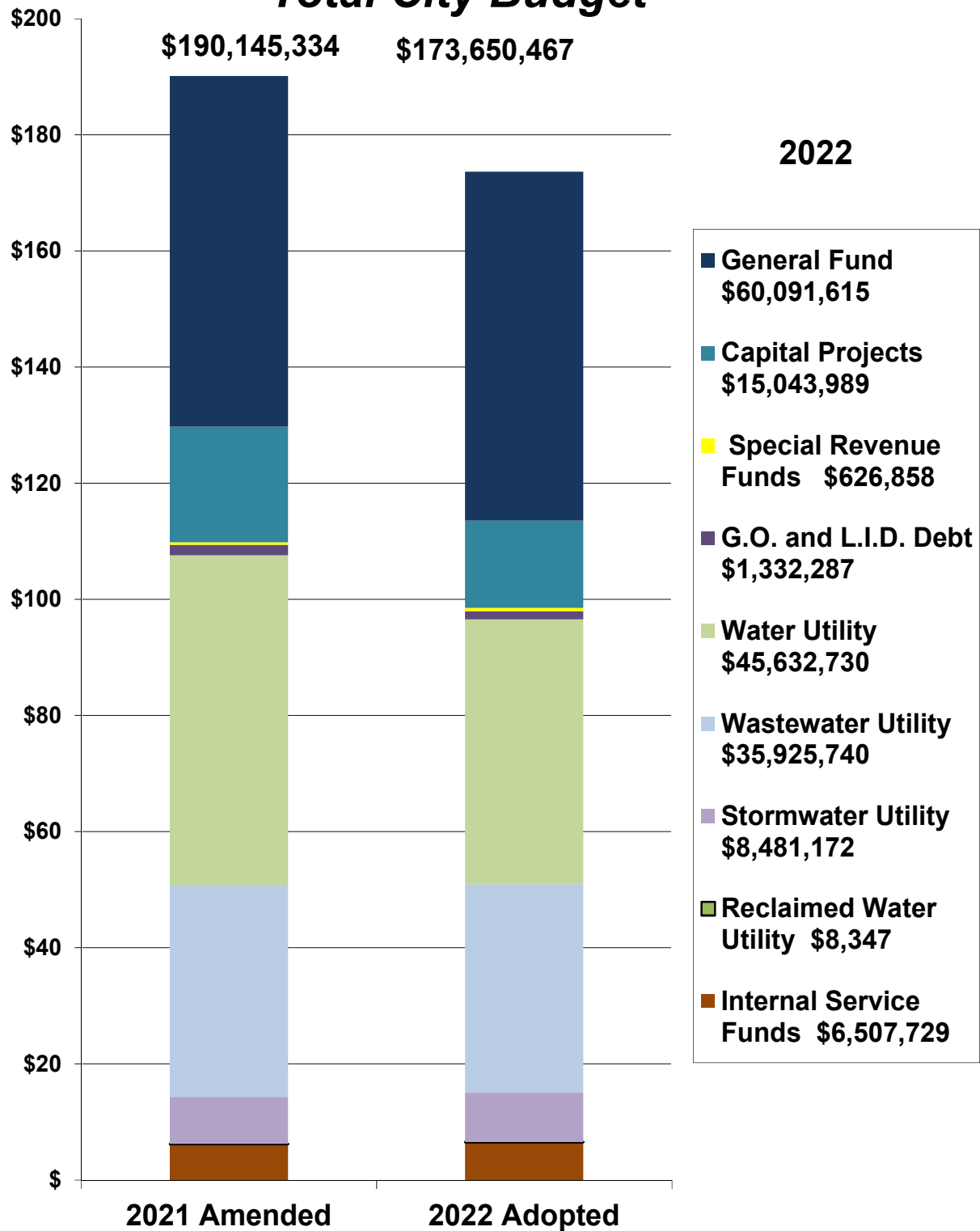
One of the tools available to assist property owners finance public improvements in their neighborhood is the formation of a special taxing district called a Local Improvement District (LID). This is accomplished by petitioning the City Council to hold a public hearing for the purpose of creating a benefit district. When these improvements are solely for the purpose of water or wastewater services, it is referred to as a Utility Local Improvement District (ULID) and is accounted for in the utility debt portion of the budget. Transportation improvements funded through this mechanism are referred to as Local Improvement Districts (LIDs). In either case, benefiting property owners are assessed for their portion of improvement costs and are required to make annual payments to the City until their assessment is paid in full.



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## 2021 - 2022 Comparison Total City Budget



Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<b>Revenue Summary by Fund</b>			
Current Expense Fund	44,763,010	50,143,329	48,715,881
Criminal Justice Fund	1,232,068	1,487,168	3,283,881
Community Buildings Fund	1,068,545	850,427	767,973
Reg. Athletic Complex	779,982	1,176,769	1,233,312
City Street Fund	3,856,798	3,907,521	4,017,012
Arterial Street Fund	8,485,257	9,338,046	3,816,998
Transportation Imprv Fund	3,512,868	4,691,086	4,750,000
Lodging Tax Fund	351,376	403,500	580,500
Community Block Grant Fnd	10,668	170	122
Hicks Lake Management Dis	46,085	46,581	46,358
General Obligation Bonds	1,695,033	1,718,174	1,261,390
L.I.D. Debt Fund	92,668	79,593	70,897
Building Improvement Fund	630,729	3,961,135	2,314,265
Capital Equipment Fund	2,416,318	2,826,961	2,073,556
Parks & Open Space Fund	323,023	300,731	594,316
Reg. Athletic Complex-Cap	1,572,502	1,641,535	3,568,288
Water Utility Fund	14,995,282	14,831,654	16,010,213
Wastewater Utility Fund	18,322,189	19,306,939	20,887,094
Stormwater Utility Fund	4,244,864	4,339,994	4,651,470
Reclaimed Water Utility	1,590	645	408
Water Capital Fund	10,604,487	37,464,232	24,843,368
Wastewater Capital Fund	3,046,868	14,606,549	12,145,000
Stormwater Capital Fund	988,131	1,649,556	1,477,258
Reclaimed Capital Fund	30,882	12,540	7,939
Water Debt Fund	3,027,788	4,426,190	4,779,149
Wastewater Debt Fund	1,643,954	2,643,369	2,893,646
Stormwater Debt Fund	249,558	2,101,867	2,352,444
Equipment Rental Fund	3,772,062	3,713,644	3,572,885
Information Mgmt Svc Fund	1,914,118	2,475,429	2,934,844
<b>Total Revenues</b>	<b>133,678,703</b>	<b>190,145,334</b>	<b>173,650,467</b>

Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<b>Expenditure Summary by Fund</b>			
City Council	315,294	546,492	530,472
Contracted Services	2,021,705	2,832,658	2,847,206
City Manager	435,091	791,065	763,571
Human Resources	938,654	1,431,190	1,371,075
Social Services	3,273,258	3,146,721	1,220,518
Public Affairs/City Clerk	920,569	975,671	1,169,647
Finance Department	1,294,291	1,425,780	1,609,565
Legal Services	677,157	705,289	725,068
Common Facilities	1,432,364	1,614,526	1,628,579
Police Department	10,693,068	12,068,954	13,078,000
Public Works-Support Service	106,740	147,203	151,100
Public Works-Engineering	3,720,665	3,947,610	4,639,793
PW-Parks Maint. Division	2,782,323	3,287,127	3,274,820
PW-Facilities Management	583,002	745,834	934,972
Planning & Comm. Dev Dept.	2,863,595	3,879,698	3,704,246
Public Works-Water Resources	1,396,162	1,543,672	1,900,084
Parks & Recreation Dept.	1,970,524	3,334,474	3,275,363
Operating Transfer/Unencumbered	6,113,628	7,719,365	5,891,802
<b>Current Expense Fund</b>	<b>41,538,090</b>	<b>50,143,329</b>	<b>48,715,881</b>
Criminal Justice Fund	623,352	1,487,168	3,283,881
Community Buildings Fund	1,079,066	850,427	767,973
Reg. Athletic Complex	935,400	1,176,769	1,233,312
City Street Fund	3,320,751	3,907,521	4,017,012
Arterial Street Fund	4,827,056	9,338,046	3,816,998
Transportation Imprv Fund	1,760,521	4,691,086	4,750,000
Lodging Tax Fund	266,560	403,500	580,500
Community Block Grant Fnd	0	170	122
Hicks Lake Management Dis	46,366	46,581	46,358
General Obligation Bonds	1,703,350	1,718,174	1,261,390
L.I.D. Debt Fund	0	79,593	70,897
Building Improvement Fund	1,335,102	3,961,135	2,314,265
Capital Equipment Fund	2,731,682	2,826,961	2,073,556
Parks & Open Space Fund	660,054	300,731	594,316
Reg. Athletic Complex-Cap	1,363,024	1,641,535	3,568,288
Water Utility Fund	13,907,923	14,831,654	16,010,213

Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<b>Expenditure Summary by Fund</b>			
Wastewater Utility Fund	17,724,920	19,306,939	20,887,094
Stormwater Utility Fund	3,237,079	4,339,994	4,651,470
Reclaimed Water Utility	32,821	645	408
Water Capital Fund	3,039,313	37,464,232	24,843,368
Wastewater Capital Fund	45,290	14,606,549	12,145,000
Stormwater Capital Fund	209,572	1,649,556	1,477,258
Reclaimed Capital Fund	0	12,540	7,939
Water Debt Fund	4,208,714	4,426,190	4,779,149
Wastewater Debt Fund	2,630,129	2,643,369	2,893,646
Stormwater Debt Fund	1,974,750	2,101,867	2,352,444
Equipment Rental Fund	2,212,607	3,713,644	3,572,885
Information Mgmt Svc Fund	1,863,975	2,475,429	2,934,844
<b>Total Expenditures</b>	<b>113,277,467</b>	<b>190,145,334</b>	<b>173,650,467</b>

Budget At A Glance 2022 Budget Comparison to 2021 Amended Budget				
	2021 Amended	2022 Adopted	Dollar Difference	Percent Difference
General Fund				
Current Expense Fund:				
City Council	546,492	530,472	(16,020)	-2.93%
Contract Services	2,832,658	2,847,206	14,548	0.51%
City Manager	791,065	763,571	(27,494)	-3.48%
Human Resources	1,431,190	1,371,075	(60,115)	-4.20%
Social Services	3,146,721	1,220,518	(1,926,203)	-61.21%
Public Affairs/City Clerk	975,671	1,169,647	193,976	19.88%
Finance	1,425,780	1,609,565	183,785	12.89%
City Attorney	705,289	725,068	19,779	2.80%
Common Facilities	1,614,526	1,628,579	14,053	0.87%
Police	12,068,954	13,078,000	1,009,046	8.36%
Public Works - Support Services	147,203	151,100	3,897	2.65%
Public Works -Engineering	3,947,610	4,639,793	692,183	17.53%
Public Works - Parks Maintenance	3,287,127	3,274,820	(12,307)	-0.37%
Public Works - Facilities Maintenance	745,834	934,972	189,138	25.36%
Community and Economic Developmt	3,879,698	3,704,246	(175,452)	-4.52%
Public Works - Water Resources	1,543,672	1,900,084	356,412	23.09%
Parks & Recreation	3,334,474	3,275,363	(59,111)	-1.77%
Sub-total Without Transfers	42,423,964	42,824,079	400,115	0.94%
Operating Transfers - Transfers Out	7,719,365	5,891,802	(1,827,563)	-23.68%
Total Current Expense Fund	50,143,329	48,715,881	(1,427,448)	-2.85%
Criminal Justice Fund:				
Criminal Justice - Police	1,487,168	3,283,881	1,796,713	120.81%
Community Buildings Fund:				
Community Buildings	850,427	767,973	(82,454)	-9.70%
Regional Athletic Complex Fund:				
Regional Athletic Complex	1,176,769	1,233,312	56,543	4.80%
City Street Fund:				
Public Works - Street Maintenance	3,907,521	4,017,012	109,491	2.80%
Capital Equipment Fund:				
Total Capital Equipment Fund	2,826,961	2,073,556	(753,405)	-26.65%
Total General Fund	60,392,175	60,091,615	(300,560)	-0.50%
Capital Projects & Special Funds				
Arterial Street Fund	9,338,046	3,816,998	(5,521,048)	-59.12%
Transportation Improvement	4,691,086	4,750,000	58,914	1.26%
Lodging Tax Fund	403,500	580,500	177,000	43.87%
Community Block Grant Fund	170	122	(48)	-28.24%
Hicks Lake Management District	46,581	46,358	(223)	-0.48%
Building Improvement Fund	3,961,135	2,314,265	(1,646,870)	-41.58%
Parks & Open Space/R.A.C. Fund	300,731	594,316	293,585	97.62%
Regional Athletic Complex - Capital	1,641,535	3,568,288	1,926,753	117.38%
Total Capital Projects & Special Funds	20,382,784	15,670,847	(4,711,937)	-23.12%
General Obligation Debt Funds				
General Obligation - Tax Supported	1,718,174	1,261,390	(456,784)	-26.59%
Local Improvement District Debt	79,593	70,897	(8,696)	-10.93%
Total G.O. and L.I.D. Debt	1,797,767	1,332,287	(465,480)	-25.89%



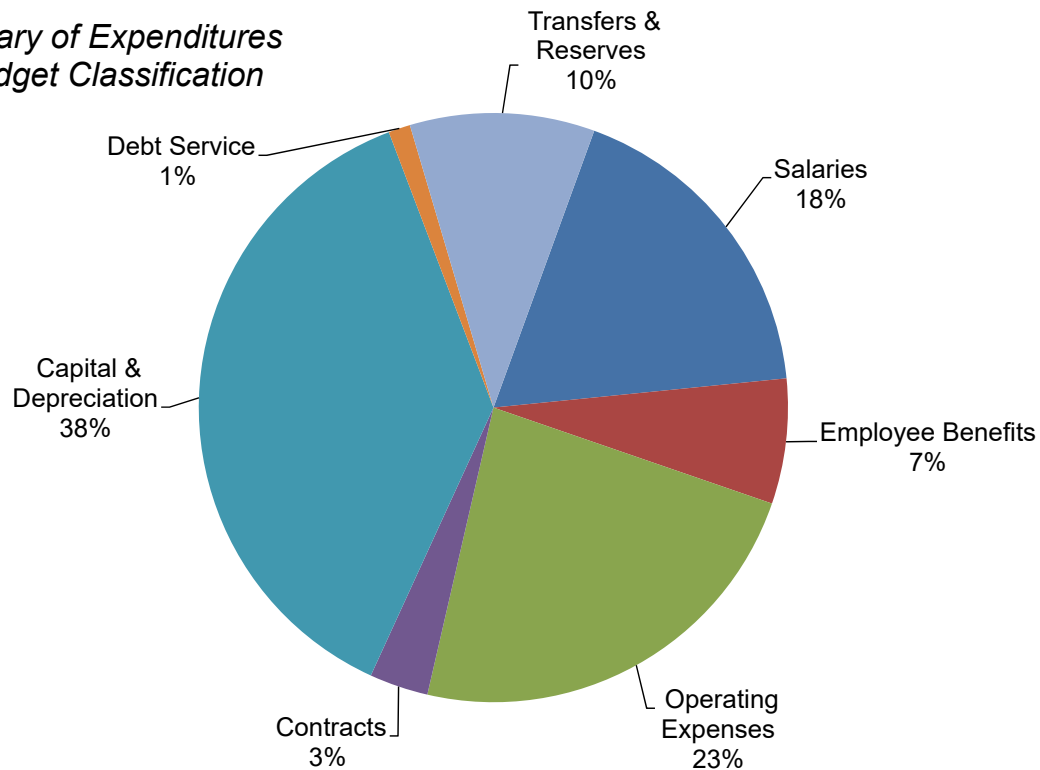
<b>Budget At A Glance</b> <b>2022 Budget</b> <b>Comparison to 2021 Amended Budget</b>				
	<b>2021 Amended</b>	<b>2022 Adopted</b>	<b>Dollar Difference</b>	<b>Percent Difference</b>
Enterprise Funds				
Water Utility:				
Maintenance & Operations	14,831,654	16,010,213	1,178,559	7.95%
Capital Projects & Reserves	37,464,232	24,843,368	(12,620,864)	-33.69%
Debt & Debt Reserves	4,426,190	4,779,149	352,959	7.97%
Total Water Utility	56,722,076	45,632,730	(11,089,346)	-19.55%
Wastewater Utility:				
Maintenance & Operations	19,306,939	20,887,094	1,580,155	8.18%
Capital Projects & Reserves	14,606,549	12,145,000	(2,461,549)	-16.85%
Debt & Debt Reserves	2,643,369	2,893,646	250,277	9.47%
Total Wastewater Utility	36,556,857	35,925,740	(631,117)	-1.73%
Stormwater Utility:				
Maintenance & Operations	4,339,994	4,651,470	311,476	7.18%
Capital Projects & Reserves	1,649,556	1,477,258	(172,298)	-10.45%
Debt & Debt Reserves	2,101,867	2,352,444	250,577	11.92%
Total Stormwater Utility	8,091,417	8,481,172	389,755	4.82%
Reclaimed Water Utility:				
Maintenance & Operations	645	408	(237)	-36.74%
Capital Projects & Reserves	12,540	7,939	(4,601)	-36.69%
Total Reclaimed Water Utility	13,185	8,347	(4,838)	-36.69%
Total Enterprise Funds	101,383,535	90,047,989	(11,335,546)	-11.18%
Internal Service Funds				
Equipment Rental Fund	3,713,644	3,572,885	(140,759)	-3.79%
Information Services Fund	2,475,429	2,934,844	459,415	18.56%
Total Internal Service Funds	6,189,073	6,507,729	318,656	5.15%
Total All Funds	190,145,334	173,650,467	(16,494,867)	-8.67%

### 2022 SUMMARY OF EXPENDITURES BY BUDGET CLASSIFICATION

Classification	General Fund	Capital Projects & Special Funds	G.O. & L.I.D. Debt Funds	Enterprise Funds	Internal Service Funds	Total
Salaries	24,187,723	-	-	5,480,242	1,341,920	31,009,885
Employee Benefits	8,827,389	-	-	2,506,407	583,673	11,917,469
Operating Supplies	1,593,050	-	-	2,427,689	821,865	4,842,604
Professional Services	3,088,502	46,358	-	3,630,300	21,750	6,786,910
Communications	268,821	-	-	84,200	39,750	392,771
Training/Travel	347,529	-	-	83,226	35,741	466,496
Advertising	47,350	-	-	-	-	47,350
Rentals/Internal Service Charges	4,609,384	-	-	1,688,845	23,604	6,321,833
Insurance	482,568	-	-	192,634	53,657	728,859
Utilities	1,355,794	-	-	14,648,432	16,001	16,020,227
Repairs & Maintenance	450,795	-	-	480,052	65,915	996,762
Other Miscellaneous	1,283,953	-	-	2,066,972	527,625	3,878,550
Contractual Services	3,956,399	352,000	-	1,296,823	-	5,605,222
Capital Equipment & Projects	919,764	13,564,239	-	38,202,740	1,467,479	54,154,222
Debt Service	-	-	1,332,287	749,012	-	2,081,299
Depreciation	-	-	-	9,250,000	1,508,749	10,758,749
Operating Transfers Out	8,607,630	1,004,900	-	7,246,266	-	16,858,796
Estimated Ending Fund Balance	64,964	703,350	-	14,149	-	782,463
<b>Total Budget</b>	<b>60,091,615</b>	<b>15,670,847</b>	<b>1,332,287</b>	<b>90,047,989</b>	<b>6,507,729</b>	<b>173,650,467</b>

2022

#### Summary of Expenditures by Budget Classification



FTE'S By Department	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Adopted 2022
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT</u></b>						
<b>**GENERAL GOVERNMENT**</b>						
<b>CITY MANAGER DEPARTMENT</b>						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	-	-	-	1.00	1.00	1.00
Executive Assistant	-	1.00	1.00	1.00	1.00	1.00
Department Assistant III	0.50	0.67	0.67	0.67	0.67	0.67
Management Analyst	-	-	1.00	1.00	1.00	1.00
Assistant to the City Manager (LTE)	1.00	1.00	1.00	-	-	-
Public Records Assistant DAll	1.00	-	-	-	-	-
<b>Total Department</b>	<b>3.50</b>	<b>3.67</b>	<b>4.67</b>	<b>4.67</b>	<b>4.67</b>	<b>4.67</b>
<b>HUMAN RESOURCES DEPARTMENT</b>						
Director-Human Resources	-	-	-	1.00	1.00	1.00
Emergency Management Specialist	-	-	1.00	1.00	1.00	1.00
Employee Relations & Comp Manager	-	-	-	-	1.00	1.00
SR HR Analyst	-	-	-	-	2.00	2.00
Human Resources Analyst	2.00	2.00	2.00	3.00	1.00	1.00
Department Assistant III	1.50	1.33	1.33	1.33	0.33	0.33
Human Resources Manager	-	1.00	1.00	1.00	-	-
Human Resources Specialist (LTE)	1.00	1.00	1.00	-	1.00	1.00
Human Resources Analyst (LTE)	-	1.00	1.00	-	-	-
Director-Administrative Services	1.00	1.00	1.00	-	-	-
<b>Total Department</b>	<b>5.50</b>	<b>7.33</b>	<b>8.33</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>
<b>SOCIAL SERVICES DEPARTMENT</b>						
Park Aide Technicians	-	-	-	-	2.00	2.00
<b>Total Department</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>
<b>PUBLIC AFFAIRS DEPARTMENT</b>						
Special Projects Administrator	-	-	-	-	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00	1.00	1.00	1.00
AdvDigital Media Prod Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Public Affairs Manager	-	1.00	1.00	1.00	-	-
Senior Management Analyst	1.00	-	-	-	-	-
Management Analyst	1.00	-	-	-	-	-
<b>Total Department</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>CITY CLERK DEPARTMENT</b>						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Public Records Assistant	-	-	-	-	-	1.00
<b>Total Department</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
<b>FINANCE DEPARTMENT</b>						
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	-	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	-	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00	1.00	2.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Payroll/Accounting Svc Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00	2.00
Department Assistant III	3.00	3.00	3.00	3.00	3.00	3.00
Department Assistant III - LTE	-	-	-	-	1.00	1.00
<b>Total Department</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>

FTE'S By Department	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Adopted 2022
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
II INFORMATION SERVICES						
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Enterprise Resource Plan Admin	-	-	-	-	1.00	1.00
Network Administrator	-	-	-	-	1.00	1.00
Systems Application Analyst	-	-	-	-	1.00	1.00
GIS Analyst	-	-	-	-	1.00	1.00
Computer Technician	-	-	-	-	1.00	1.00
IT Programmer Analyst	-	-	-	-	1.00	1.00
Help Desk Tech Support	1.00	1.00	1.00	1.00	1.00	1.00
Systems Application Specialist	3.00	3.00	3.00	3.00	-	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	-	-
Computer Support Technician	1.00	1.00	1.00	1.00	-	-
IS Tech Project Administrator	1.00	1.00	1.00	1.00	-	-
Total Department	8.00	8.00	8.00	8.00	8.00	9.00
COMMUNITY AND ECONOMIC DEVELOPMENT						
Director-Community and Econ Development	1.00	1.00	1.00	1.00	1.00	1.00
Planning & Development Services Mgr	-	-	-	-	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Plans Examiner	-	-	-	-	1.00	1.00
Senior Building Code Specialist	-	1.00	1.00	1.00	-	-
Building Code Compliance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Building/Fire Code Specialist II	1.00	1.00	1.00	1.00	1.00	1.00
Building Code Specialist II	2.00	1.00	1.00	1.00	2.00	2.00
Stormwater Infrastructure Code Spec	-	1.00	1.00	1.00	1.00	1.00
Building Code Specialist I	2.00	1.00	1.00	1.00	-	-
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	2.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	-	2.00	2.00	2.00	2.00	2.00
Associate Planner	3.00	1.00	1.00	1.00	1.00	1.00
Assistant Planner	-	1.00	1.00	1.00	1.00	1.00
Land Management Database Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	2.00	2.00
Total Department	18.00	18.00	18.00	18.00	19.00	19.00
PARKS & RECREATION						
Director-Parks & Recreation	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-	1.00	1.00
RAC Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor II	4.00	5.00	5.00	5.00	5.00	5.00
Recreation Coordinator	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	3.00	2.00	2.00	2.00	2.00	2.00
Department Assistant II	-	1.00	1.00	1.00	-	-
Park Aide/RAC Assistant	-	0.50	0.50	-	-	-
Museum Curator	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	15.00	16.50	16.50	16.00	16.00	16.00
POLICE DEPARTMENT						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	-	-	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	1.00	1.00	1.00
Commander	3.00	3.00	3.00	2.00	2.00	2.00
Corporal	-	-	-	-	6.00	6.00
Sergeant	8.00	8.00	8.00	8.00	8.00	9.00
Police Officer/Detective	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	36.00	37.00	42.00	47.00	41.00	40.00
Customer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00

FTE'S By Department	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Adopted 2022
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
POLICE DEPARTMENT CONT.						
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Evidence/Property Tech	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	4.00	4.00	4.00	5.00	5.00	5.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00	6.00
Total Department	64.00	65.00	71.00	77.00	77.00	79.00
PUBLIC WORKS DEPARTMENT						
ENGINEERING DIVISION						
ADMINISTRATION						
Director-Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant II	-	1.00	1.00	-	-	-
Total Department	3.00	4.00	4.00	4.00	4.00	4.00
ENGINEERING						
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Design Mgr.	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	4.00	4.00	4.00	6.00
Construction/Design Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00
SR Development Review Engineer	-	-	-	-	2.00	2.00
Development Review Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	13.00	14.00	14.00	14.00	12.00	12.00
Senior Survey Technician	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	22.00	23.00	25.00	25.00	25.00	27.00
WATER RESOURCES						
Water Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Sr Utilities Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Water Resource Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Water Quality Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	5.00	5.00	5.00	4.00	4.00	7.00
Engineering Tech III	2.00	2.00	2.00	2.00	2.00	3.00
Total Department	12.00	12.00	12.00	11.00	11.00	15.00
Total Engineering Division	37.00	39.00	41.00	40.00	40.00	46.00
OPERATIONS DIVISION						
ADMINISTRATION						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	1.00	1.00	1.00
Department Assistant III	2.00	1.00	1.00	1.00	1.00	1.00
Total Department	3.00	2.00	2.00	3.00	3.00	3.00
EQUIPMENT RENTAL						
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	3.00	3.00	3.00	3.00
Total Department	3.00	3.00	4.00	4.00	4.00	4.00



FTE'S By Department	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Adopted 2022
<b><u>FTE SUMMARY BY CLASSIFICATION GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT CONT.						
PARKS MAINTENANCE						
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician (1 at RAC)	3.00	3.00	3.00	3.00	3.00	3.00
Maint Tech Journey Level (1 at RAC)	12.00	13.00	13.00	13.00	13.00	13.00
Maintenance Assistant (1 at RAC)	1.00	1.00	2.00	3.00	3.00	3.00
Horticulture Technician	1.00	-	-	-	-	-
RAC Assistant	-	0.50	0.50	-	-	-
Total Department	18.00	18.50	19.50	20.00	20.00	20.00
FACILITIES MAINTENANCE						
Senior Facilities Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	1.00	1.00	1.00	2.00	2.00	2.00
Total Department	2.00	2.00	2.00	3.00	3.00	3.00
CITY STREETS						
Elec/Streets/Strmwtr Transp Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Technician Journey Level	6.00	6.00	8.00	8.00	8.00	8.00
Sr. Electrical Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Maintenance Technician	2.00	3.00	3.00	3.00	3.00	3.00
Total Department	11.50	12.50	14.50	14.50	14.50	14.50
Total Operations Division	37.50	38.00	42.00	44.50	44.50	44.50
Total PW Dept (General Governmental)	74.50	77.00	83.00	84.50	84.50	90.50
Total General Government	206.50	212.50	227.50	233.50	237.50	248.50
<b>**ENTERPRISE FUNDS**</b>						
CUSTOMER SERVICE-FINANCE						
WATER DIVISION						
Utility Billing Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
AMI Tech	1.75	1.75	1.75	1.75	1.75	1.75
Department Assistant III	0.90	0.90	0.90	0.90	0.90	0.90
WASTEWATER DIVISION						
Utility Billing Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
AMI Tech	0.25	0.25	0.25	0.25	0.25	0.25
Department Assistant III	0.10	0.10	0.10	0.10	0.10	0.10
Total Customer Service-Finance	4.00	4.00	4.00	4.00	4.00	4.00
PUBLIC WORKS OPERATIONS						
WATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	-	-	-	-	-
Water Maintenance Supervisor		1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Water Distribution Tech	1.00	1.00	1.00	1.00	1.00	1.00
Sr Water Production Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maint. Tech UT Control Spec Plant Oper	3.00	3.00	3.00	2.00	2.00	2.00
Maintenance Technician Journey Level	11.00	12.00	14.00	15.00	15.00	15.00
Water Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00
Scada & Controls Specialist	-	-	-	1.00	1.00	1.00
Civil Engineer - Utilities	-	-	-	1.00	1.00	1.00
Sr. Electrical Maintenance Technician						1.00

FTE'S By Department	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Adopted 2022
<b><u>FTE SUMMARY BY CLASSIFICATION - ENTERPRISE FUNDS CONT.</u></b>						
ENTERPRISE FUNDS CONT.						
PUBLIC WORKS OPERATIONS CONT.						
WATER DIVISION CONT.						
Department Assistant III	0.50	0.50	0.50	-	-	-
Total Department	20.00	21.50	23.50	25.00	25.00	26.00
WASTEWATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	-	-	-	-	-
Wastewater Maintenance Supervisor	-	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	-	-	-	-
Sr. Liftstation Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Tech Control Specialist JL	2.00	2.00	1.00	-	-	-
Scada & Controls Specialist	-	-	1.00	-	-	-
Senior Collections Technician	-	-	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	11.00	11.00	12.00	9.00	9.00	10.00
Department Assistant III	0.50	0.50	0.50	-	-	-
Maint. Tech UT Control Spec Plant Oper	-	-	-	2.00	2.00	2.00
Maint. Tech Plant Oper JL	-	-	-	1.00	1.00	1.00
Safety Coordinator - PW Ops	-	-	-	1.00	1.00	1.00
Total Department	16.00	16.50	17.50	16.00	16.00	17.00
STORMWATER DIVISION						
Elec/Streets/Strmwtr Transportation Super	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Stormwater Code Compliance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	3.00	3.00	3.00	3.00	3.00	3.00
Sweeper Operator	2.00	1.00	2.00	2.00	2.00	2.00
Total Department	7.50	6.50	7.50	7.50	7.50	8.50
Total OPERATIONS	43.50	44.50	48.50	48.50	48.50	50.50
TOTAL ENTERPRISE FUNDS	47.50	48.50	52.50	52.50	52.50	54.50
TOTAL CITY FTE'S	254.00	261.00	280.00	286.00	290.00	303.00

2022 Capital Budget	
Department/Description	Adopted Budget
<b>City Council/City Manager/Human Resources/Public Affairs/City Clerk</b> Honor Wall	25,000
<b>Finance/Information Management Services</b> Computer Workstation for Information Systems Specialist	3,000
<b>Police</b> Police Station Land Acquisition and Site Development New Vehicle - Lacey Resource Unit Body Worn Video Equipment Vehicle Replacement Computer Workstation for Department Assistant III	2,000,000 81,847 500,000 1,669 3,000
<b>Common Facilities - City Hall</b> Facility Condition Assessment and Asset Management Software	300,000
<b>PW - Administration</b> Vehicle for Engineering Tech. III (Capital Project Inspector) Computer for Engineering Tech. III (Capital Project Inspector) Computer and Furniture for Civil Engineer (Cap. Fac. And Parks Proj.) Computer and Furniture for Civil Engineer (Project Manager) Computer Workstations for Utility Civil Engineers (2) Computer Workstations for Civil Engineer (Stormwater Program Mgr.)	36,600 4,000 13,000 8,000 11,512 5,756
<b>PW - Parks Maintenance</b> New Flatbed Truck for Mower, Plowing, and De-Icing Vehicle Replacement	75,976 6,257
<b>Common Facilities - City Hall</b> Pool Vehicle Electric Pickup Truck	43,692
<b>Parks &amp; Recreation</b> Parks Facilities Security Camera Expansion Wonderwood Park Trail and Court Upgrades Outdoor Ping Pong Tables - Rainier Vista	303,449 225,792 25,000
<b>PW - Streets</b> GPS System for Locates Vehicle Replacement	6,500 29,301
<b>Regional Athletic Complex (RAC)</b> RAC Parking Lot Construction RAC Phase 3 Preliminary Design	2,305,000 5,000
<b>PW - Water M&amp;O</b> Laptop for Control Technician Vehicle Replacement Ford Transit Van for Control Technician	5,563 43,947 51,493

**PW - Wastewater M&O**

4" Bypass Pump for Liftstations	78,000
Portable Generator Load Bank	9,969
Computer for Journey Level Maintenance Technician	2,986
Sewer Line Camera and Transporter	35,725
Vehicle Replacement	69,788

**PW - Stormwater M&O**

Vactor Rapid Deployment Boom	47,269
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Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-308.00-00	Estimated Beginning Cash	-	8,306,424	4,517,454
001-0000-311.10-00	Property Taxes-Current	6,578,655	7,197,499	7,530,892
001-0000-311.15-00	Property Taxes-Delinquent	29,565	50,000	35,000
001-0000-313.10-00	Sales Taxes	13,680,657	10,771,001	13,052,715
001-0000-313.27-00	Affordable & Sup. Housing	109,092	110,374	110,374
001-0000-316.10-00	Business & Occupation Tax	2,446,454	2,095,279	2,540,102
001-0000-316.20-00	Admissions Tax	25,535	112,500	84,000
001-0000-316.41-00	Utility Tax/Electric	2,309,307	2,333,333	2,509,713
001-0000-316.42-00	Utility Tax/Water-Private	5,919	4,595	4,731
001-0000-316.43-00	Utility Tax/Gas	760,965	831,002	812,609
001-0000-316.45-00	Utility Tax/Solid Waste	438,611	400,724	429,537
001-0000-316.47-01	Utility Tax/Telephone	690,426	682,617	468,525
001-0000-316.52-00	Utility Tax/Olympia City	1,884	1,159	2,000
001-0000-316.70-00	Utility Tax/Lacey Utility	-	2,250,024	2,418,697
001-0000-316.72-00	Water Utility Tax	934,269	-	-
001-0000-316.72-10	Fire Suppression Util Tax	915,503	844,949	935,978
001-0000-316.74-00	Wastewater Utility Tax	1,107,547	-	-
001-0000-316.78-00	Stormwater Utility Tax	246,409	-	-
001-0000-317.20-00	Leasehold Excise Taxes	23,421	20,000	20,000
001-0000-317.51-00	Punch Board & Pull Tabs	25,350	50,000	50,000
001-0000-317.52-00	Bingo & Raffles	108	-	-
001-0000-317.53-00	Amusement Games	62	100	100
001-0000-317.54-00	Card Games	107,781	189,036	189,036
001-0000-319.60-00	B & O Penalties	3,744	250	250
001-0000-321.60-00	Professional & Occupation	400	4,500	4,500
001-0000-321.70-00	Amusement Licenses	-	1,500	1,500
001-0000-321.90-00	Business Licenses	67,526	62,950	71,487
001-0000-321.91-00	Franchise Fees	688,538	626,963	701,790
001-0000-322.10-00	Building Permits	1,279,709	1,250,000	1,000,000
001-0000-322.11-00	Mechanical Permits	144,247	100,000	150,000
001-0000-322.12-00	Plumbing Permits	84,138	60,000	75,000
001-0000-322.13-00	Electrical Permits	186,013	200,000	200,000
001-0000-322.14-00	Tree Protection Fees	10,360	15,000	15,000
001-0000-322.40-00	Street & Curb Permits	47,541	40,000	40,000
001-0000-322.41-00	Banner/Sign Permits	(25)	250	250
001-0000-322.90-00	Gun Permits	12,704	15,000	15,000
001-0000-331.16-34	BJA	3,319	-	-



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-333.14-22	CDBG Dept of Commerce	-	443,490	-
001-0000-333.20-60	CFDA 20.60X	-	5,000	5,000
001-0000-333.21-10	CFDA 21.019	1,237,150	-	-
001-0000-333.97-36	CFDA #97.036	13,056	-	-
001-0000-334.03-13	Dept of Ecology	27,564	-	-
001-0000-334.04-20	Dept of Commerce	-	662,154	-
001-0000-335.03-01	LEOFF Plan Contribution	225,145	-	-
001-0000-336.06-41	Marijuana Enforcement	-	59,259	81,622
001-0000-336.06-42	Marijuana Excise Tax	78,045	-	-
001-0000-336.94-00	Liquor Excise Tax	339,884	299,471	353,331
001-0000-336.95-00	Liquor Board Profits	411,543	417,989	426,736
001-0000-337.15-00	Thurs Cty Historic Comm	10,000	-	-
001-0000-337.18-00	Thurston Co. Vet Svcs HUB	30,000	-	-
001-0000-337.69-10	Stay-At-Work Program	8,529	3,000	3,000
001-0000-338.21-00	Law Enforcement Service	1,360	-	-
001-0000-338.27-00	NTPS Security Contract	140,000	-	-
001-0000-338.39-00	Animal Services Admin	126,055	126,055	126,055
001-0000-341.50-00	Public Records/Reports	376	250	250
001-0000-341.53-00	Notary Services	186	250	250
001-0000-341.54-00	NSF Fees	20	150	150
001-0000-341.55-00	Police Taxable Fees	2,676	6,000	6,000
001-0000-341.70-10	Misc. Taxable Sales	-	100	100
001-0000-341.82-10	Document Recording Fee	2,340	-	-
001-0000-341.99-00	Passport Fees	17,745	45,000	45,000
001-0000-342.10-10	Nisqually MOA-Trust Prop.	35,184	4,500	4,500
001-0000-342.10-11	Criminal Justice Training	231,683	175,000	175,000
001-0000-342.10-13	Overtime-Police Services	3,000	-	-
001-0000-342.40-01	Inspection Services	-	2,000	2,000
001-0000-343.95-00	RBRRPA Abatement Charges	3,890	4,500	4,500
001-0000-345.81-00	Zonning/Subdivision Fees	101,699	75,000	75,000
001-0000-345.83-00	Plan Checking Fees	232,923	-	500,000
001-0000-345.83-01	Plan Check Fees	197,087	500,000	-
001-0000-347.60-20	Youth & Teen Programs	1,386	-	-
001-0000-347.60-29	Teen Prog Parks-CivicRec	19,684	105,500	199,000
001-0000-347.60-40	Aquatics Programs	44,067	-	-
001-0000-347.60-49	Aquatic ProgPark-CivicRec	47,461	147,500	260,000
001-0000-347.60-50	Physical Activities Prog	8,069	-	-

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-347.60-59	Sports Parks-CivicRec	27,721	90,767	180,000
001-0000-347.60-69	Cultural Parks-CivicRec	21,691	38,000	73,000
001-0000-347.60-79	Outdoor Parks-CivicRec	6,069	22,250	22,250
001-0000-347.60-89	Fitness Parks-CivicRec	4,238	15,750	15,750
001-0000-347.60-90	Special Events Program	25	-	-
001-0000-347.60-99	Spec Event Parks-CivicRec	10,532	42,250	48,900
001-0000-347.61-65	Museum Education Programs	-	1,750	1,750
001-0000-347.62-09	Shelters Parks-CivicRec	150	5,000	10,000
001-0000-347.63-00	Tumwater Pool Agreement	-	8,145	16,290
001-0000-347.64-00	Lacey ACT-Program Fees	11,063	23,500	23,500
001-0000-347.65-09	Field Fees Parks-CivicRec	10,993	20,000	20,000
001-0000-347.65-19	Field NTPS Parks-CivicRec	16,396	22,500	22,500
001-0000-348.95-00	Engineering Services Fees	2,202,585	2,511,943	2,605,501
001-0000-348.95-10	Engineering Svc - Culture	62,440	-	79,073
001-0000-348.95-20	Engineering Svc - Transp	805,440	668,103	426,535
001-0000-348.95-30	Engineering Svc - Gen Gov	11,432	-	79,073
001-0000-348.95-40	Engineering Svc -Pub Safe	6,376	-	79,073
001-0000-348.95-50	Engineering Svc - Soc Svc	19,292	-	-
001-0000-348.95-90	Animal Services	1,126	-	-
001-0000-348.96-00	Parks Maintenance Service	26,806	45,880	51,043
001-0000-348.96-20	Parks Maint - Streets	361,608	436,095	400,185
001-0000-348.99-00	Water Resources Services	1,784,192	1,940,619	2,411,187
001-0000-349.10-01	Indirect Plan-HR/PA	244,114	310,201	264,178
001-0000-349.10-02	Indirect Plan-Finance	702,341	810,975	861,566
001-0000-349.10-03	Indirect Plan-City Mgr.	259,100	243,690	162,860
001-0000-349.10-06	Indirect Plan-Legal	28,900	19,088	8,219
001-0000-351.10-00	District Court	90,956	125,000	125,000
001-0000-351.20-00	Lacey Violations	75,694	125,000	125,000
001-0000-361.10-00	Investment Interest	394,286	211,831	156,154
001-0000-361.10-40	LGIP Earnings	91,264	35,844	6,969
001-0000-361.11-00	Interest Earnings	9,040	3,531	1,442
001-0000-361.32-00	Unrealized Gain(Loss)	282,523	-	-
001-0000-361.32-02	Reverse Prev Year Adj	(138,037)	-	-
001-0000-361.40-00	Interest Sales Tax	19,787	3,844	4,115
001-0000-362.50-10	Lease - Consessionaire	-	1,200	1,200
001-0000-362.50-20	Lease - Facilities	27,024	3,626	36,584
001-0000-362.80-00	Concession Commission	-	1,750	1,750

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-367.10-01	Contributions-General	19,700	-	-
001-0000-367.10-02	Contribution-Police	3,000	-	-
001-0000-367.10-03	Contribution-Parks-Gen.	2,300	-	-
001-0000-367.10-04	Cont.-Parks Sponsor/Event	2,000	62,500	62,500
001-0000-367.10-05	Contribution-Museum	85	-	-
001-0000-367.10-06	Cont.-Summer Lunch Prog.	12,000	7,500	7,500
001-0000-367.10-07	Cont.-Parks-Youth Scholar	-	1,000	1,000
001-0000-367.10-08	Contr.- TOGETHER Parks	-	5,000	5,000
001-0000-367.10-09	Donations Parks-CivicRec	204	-	-
001-0000-367.27-01	Tree Tract (in-lieu)	22,152	-	-
001-0000-369.10-00	Sale of Scrap & Surplus	130	-	-
001-0000-369.20-00	Unclaimed Property	2,181	1,000	1,000
001-0000-369.30-00	Sale of Forfeited Prop.	-	1,000	1,000
001-0000-369.40-00	Court Fees /Judgments	2,232	3,000	3,000
001-0000-369.41-00	False Alarm	8,300	3,500	3,500
001-0000-369.43-00	Seizure Funds	270	-	-
001-0000-369.81-00	Cash Over & Short	677	-	-
001-0000-369.90-00	Other Misc Revenue	78,694	-	-
001-0000-369.90-10	Misc. Revenue-Museum	1,130	-	-
001-0000-369.95-00	Physical Environment	-	500	500
001-0000-369.95-10	RBRRPA Reimbursement	8,159	8,000	8,000
001-0000-369.98-00	Contractor Ad Reimbursemt	188	-	-
001-0000-374.64-00	Dept of Veterans Affairs	-	504,500	-
001-0000-397.01-00	Transfer In 302 Fund	510,400	-	-
001-0000-397.10-02	Transfer In 109 Fund	48,500	48,500	48,500
<b>Total Current Expense Fund Revenues</b>		<b>44,763,010</b>	<b>50,143,329</b>	<b>48,715,881</b>

## **CITY COUNCIL**

The City Council is the elected governing body of the City of Lacey. The Council is comprised of seven members elected at large, each serving four year staggered terms of office. Council members act as the City's legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees.

Every two years, the City Council selects a mayor and deputy mayor from among its membership. The Mayor presides over public meetings, recommends appointments to boards and commissions, and represents the City at community activities, events, and functions.

Members of the City Council serve on numerous intergovernmental committees, boards, and commissions responsible for regional service delivery, oversight and policy development. Council members also serve on one or more committees responsible for policy development on City finances and economic development, community relations, transportation planning, utility oversight, public safety, land use, environment, and general government activities.

### **BUDGET SUMMARY**

The 2022 budget for the City Council is **\$530,472**. This amount funds salaries, travel and training, special community events, youth initiatives, and related materials, supplies, and services. The Council budget is organized into three program areas.

- City Council Services
- Boards, Commissions, and Special Activities
- Youth Initiatives

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Maintain Lacey's record as a safe and secure community.
- Support efforts for job creation, new livable wage jobs, and promote the diversification of the community's businesses and employment sector.
- Engage the community in critical conversations about race and equity.
- Maintain support of the Lacey MakerSpace and explore other economic partnerships to assist our business community.
- Monitor revenues and expenditures to ensure the financial solvency of the City.
- Continue to support the Lacey Veterans Services Hub providing key support to our community's veterans.
- Secure the Gateway Town Center vision and promote the construction on a major urban center along Interstate 5.
- Collaborate with neighboring jurisdictions, the County, Thurston Regional Planning Council, SSMCP, and Department of Transportation (WSDOT) in the development of a regional plan for relieving congestion along I-5 through Thurston County from Mounts Road (Exit 114 to south Tumwater (Exit 99).
- Continue the City's stewardship initiative within the Woodland Creek basin.
- Create opportunities and programs to increase affordable housing in Lacey.
- Engage the Washington State Legislature on the City's legislative priorities.
- Work on initiatives and partnerships to create a new vitality within the Mid-town (formerly Woodland District) as identified in the strategic plan.
- Proactively work on a framework to effectively reduce homelessness in the community.
- Adopt a 6-year Plan that identifies investment in Public Art.
- Identify initiatives that attain Climate Action Plan goals.
- Continue Neighborhood Grant Program.
- Maintain the City of Lacey's and North Thurston Public School's strong and collaborative relationship.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Council</b>				
<b>Council Services</b>				
001-0301-511.10-01	Salaries-Regular	146,527	159,245	161,996
001-0301-511.10-05	Salaries-Overtime	24	-	-
001-0301-511.20-01	Employer Paid Benefits	15,342	16,477	25,954
001-0301-511.31-01	Office & Operating Supply	1,108	2,000	2,000
001-0301-511.41-01	Prof. Svc-Other	4,068	6,500	6,500
001-0301-511.42-01	Telecommunications	14,174	8,200	8,200
001-0301-511.43-01	Transportation/Per Diem	4,949	13,500	13,500
001-0301-511.43-02	Dues, Subscriptions, Publ	140	-	-
001-0301-511.43-03	Registrations	1,701	9,500	9,500
001-0301-511.45-02	IMS Rentals	18,734	21,792	24,948
001-0301-511.46-03	Insurance-Fidelity	1,921	1,934	2,430
001-0301-519.49-20	Special Projects	-	25,000	25,000
001-0301-573.49-12	Special Events	11,514	92,780	17,780
<b>Total Council Services</b>		<b>220,202</b>	<b>356,928</b>	<b>297,808</b>
<b>Boards/Memberships</b>				
001-0302-519.49-14	Association of WA Cities	38,059	39,501	42,601
001-0302-519.49-15	National League of Cities	4,002	3,813	3,813
001-0302-519.49-19	Neighborhood Grant Prog	-	60,000	60,000
001-0302-519.49-41	ICLEI	-	600	600
001-0302-519.49-50	Military Support	50,110	50,000	50,000
001-0302-519.49-53	Public Art	-	-	40,000
001-0302-572.31-30	Other Boards/Memberships	-	12,450	12,450
<b>Total Boards/Memberships</b>		<b>92,171</b>	<b>166,364</b>	<b>209,464</b>
<b>Youth Initiatives</b>				
001-0304-511.49-42	WIN Program	822	8,000	8,000
001-0304-511.49-47	Sister City Program	1,167	10,200	10,200
001-0304-511.49-56	Youth Council	932	5,000	5,000
<b>Total Youth Initiatives</b>		<b>2,921</b>	<b>23,200</b>	<b>23,200</b>
<b>Total City Council</b>		<b>315,294</b>	<b>546,492</b>	<b>530,472</b>

## **CONTRACTED SERVICES**

This budget details the cost of a variety of public services the City of Lacey purchases from or contracts with other agencies. When quality public services can be contracted cost-effectively, the City will frequently negotiate contractual agreements to provide these services rather than performing services through City programs and staff. The City will continue to contract for these services as long as the quality of service meets the public's needs in a cost-effective manner.

### **BUDGET SUMMARY**

The 2022 budget for Contracted Services is **\$2,847,206**. This amount maintains current services while providing for increases as negotiated and approved by the Council.

### **CONTRACTUAL - INTERLOCAL AGREEMENTS**

#### **Public Safety**

##### **COURT SERVICES:**

Thurston County District Court currently provides court services for traffic and criminal citations issued by Lacey Police. These services include provision of a judge, court and process, probationary services, and the collection of fines and forfeitures.

##### **PUBLIC DEFENDER:**

The criminal justice system requires the City provide an attorney for those unable to afford one when charged with a criminal offense. All legal defense fees are paid by the City of Lacey.

##### **JAIL SERVICES:**

The City currently contracts with Thurston County and the Nisqually Indian Tribe for incarceration of individuals charged or convicted of offenses committed in Lacey. Thurston County also conducts a work release and electronic monitoring program. Included in these charges are all medical and dental expenses that may be incurred while an individual is in the City's custody.

##### **911/EMERGENCY DISPATCH:**

TCOMM 911 provides dispatch services county-wide to police, fire, and medic agencies. Lacey is a partner in an interlocal agreement for these services. Operating costs are funded by a voter approved 1/10th of 1% sales tax. This budget allocation is for services provided to Public Works operations.

##### **ANIMAL SERVICES:**

Joint Animal Services is a service provider created through an interlocal agreement to provide animal control and related services to Lacey, Olympia, Tumwater and unincorporated Thurston County. Services include licensing, adoption, education, complaint investigation, enforcement and a shelter for lost animals. Each member jurisdiction is charged an assessment for maintenance and operational expenses.

##### **EMERGENCY DISASTER PREPAREDNESS:**

The City continues in its efforts to maintain and implement an emergency preparedness plan in the event of a significant event impacting the community. This fund supports ongoing training for city departments and education to the community.

##### **REGIONAL PLANNING:**

The City partners with Thurston Regional Planning Council (TRPC) to address common regional issues and provide for area-wide coordination and planning. This budget reflects the City's contribution for these general services. The City also contracts with TRPC for special planning studies relating to transportation, growth, and environmental issues.

##### **FOREIGN TRADE ZONE:**

The Port of Olympia is the Grantee for the South Puget Sound Foreign Trade Zone where customs duty can be deferred or reduced. The zone includes 389 acres in northeast Lacey. There are 12 sites in a four-county area (Thurston, Mason, Lewis, and Kitsap). As business sites are activated within the zone, the funding from the governmental partners in the zone is reduced.



**Community Services****ELECTION/VOTER REGISTRATION:**

The City is billed by the Thurston County Auditor's Office for its share of all general and special election costs. These amounts are based on the number of registered voters in the City.

**THURSTON COMMUNITY TELEVISION:**

Under contract with local jurisdictions, Thurston Community Television (TCTV) operates, maintains, and administers a public access channel and production facility as a part of its television cable services. The public access channel is available for public broadcasting by non-profit organizations and the general public.

**ECONOMIC DEVELOPMENT COUNCIL:**

The Economic Development Council (EDC) is a partnership between local public agencies and private business to promote and maintain a healthy economic environment. The focus of the EDC has been to nurture already existing businesses looking at expansion and to develop strategies to attract new manufacturing and warehousing companies that will create livable wage local jobs.

**MISCELLANEOUS CONTRACTS:**

The City also provides funding to a number of other public service agencies that provide public services for Lacey community members. Included in this category is funding to Intercity Transit for the Amtrak Depot and the Olympic Air Pollution Control Authority for monitoring and enforcement of air quality issues.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Contracted Services</b>				
<b>Contracted Services</b>				
001-0401-511.58-18	Election/Voter Registrare	65,903	200,000	200,000
001-0401-511.58-21	Inter-governmental	115,586	107,375	100,000
001-0401-512.58-12	District Court	291,250	425,000	446,250
001-0401-512.58-13	Public Defender-Indigent	350,407	400,000	400,000
001-0401-521.49-08	Witness Fees	-	1,000	1,000
001-0401-521.49-09	Interpreter Service	5,664	6,500	6,500
001-0401-521.58-24	Victim Advocate	60,000	60,000	60,000
001-0401-523.58-10	Th Co Corrections	5,965	37,775	37,775
001-0401-523.58-11	Other Jail Services	488,562	782,347	782,347
001-0401-523.58-12	Medical Services	13,329	65,000	65,000
001-0401-525.58-22	Emergency Services Prog.	16,791	11,000	11,000
001-0401-528.58-05	Central Dispatch	5,825	6,274	6,274
001-0401-531.58-01	Pollution Control Auth.	40,889	41,785	41,785
001-0401-539.58-04	Joint Animal Services	255,326	353,082	353,082
001-0401-552.58-14	Dispute Resolution Center	3,100	3,100	3,100
001-0401-552.58-24	Foreign Trade Zone	-	3,000	3,000
001-0401-557.58-17	Th Community TV	120,000	122,400	126,439
001-0401-558.58-02	Thurston Region Planning	105,213	108,579	105,213
001-0401-559.58-03	Economic Develop. Council	64,220	80,000	80,000
001-0401-573.58-20	IT/Amtrak	13,675	18,441	18,441
<b>Total Contracted Services</b>		<b>2,021,705</b>	<b>2,832,658</b>	<b>2,847,206</b>



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### **CITY MANAGER**

The City Manager is the chief administrative officer of the City, appointed by and accountable to the City Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. All department directors are appointed by and report directly to the City Manager. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the City Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the City Council, advises them on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees.

### **BUDGET SUMMARY**

The 2022 budget for the office of the City Manager is **\$763,571**. This amount maintains current levels of staffing and service. In addition to covering operating expenses, the Manager's budget includes funding for the City Manager, Assistant City Manager, Executive Assistant and a one two-thirds time Department Assistant III to provide technical and administrative support to the City Manager and the City Council.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Oversight of city financials to ensure the fiscal sustainability of providing essential services to the community.
- Continue to promote business growth and economic development with the objective of improving Lacey's sales tax base, expanding shopping opportunities for area residents, and diversifying the community's employment base.
- Enhance Lacey's emergency preparedness capability by initiating on-going staff training to improve the City's ability to respond to events and disasters.
- Implement e-government solutions that enhance registrations, payment options, stream Council meetings, and improve service to the community.
- Assist efforts to finalize the Masterplan for the proposed Gateway Town Center Project.
- Continue to build upon the City's strong environmental stewardship efforts with an emphasis on water quality improvements and energy efficiency.
- Represent Lacey on the South Sound Military and Communities Partnership initiative.
- Effectively coordinate the accomplishment of the City Council's strategic goals and priorities
- Continue to develop and explore new partnerships to increase public engagement within the community.
- Explore opportunities and initiatives to enhance the overall quality of life of the community.
- Continue to invest time, training, and resources in city staff to enhance the organization capabilities in serving the community.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Manager</b>				
<b>City Manager</b>				
001-0501-513.10-01	Salaries-Regular	273,203	523,664	508,890
001-0501-513.10-05	Salaries-Overtime	24	-	-
001-0501-513.10-06	Salaries-Part-Time	1,654	10,000	10,000
001-0501-513.20-01	Employer Paid Benefits	112,476	221,083	194,864
001-0501-513.31-01	Office & Operating Supply	2,365	2,600	4,000
001-0501-513.41-01	Prof. Svc-Other	19,614	10,183	1,000
001-0501-513.42-01	Telecommunications	1,493	1,000	2,500
001-0501-513.43-01	Transportation/Per Diem	1,640	3,000	4,000
001-0501-513.43-02	Dues, Subscriptions, Publ	3,992	3,750	4,000
001-0501-513.43-03	Registrations	-	1,700	2,500
001-0501-513.45-02	IMS Rental	17,542	14,085	21,368
001-0501-513.49-06	Maintenance Contracts	1,088	-	-
001-0502-514.45-02	IMS Rental	-	-	10,449
<b>Total City Manager</b>		<b>435,091</b>	<b>791,065</b>	<b>763,571</b>

## **HUMAN RESOURCES**

The Human Resources Department provides administrative and support services to all City departments related to the recruitment, training and organizational development, performance management and compensation of the City's work force. In addition, this department manages employee relations, investigations, labor contract administration and negotiations and benefits program. Human Resources is also responsible for the City's loss control and safety programs, administration of the City's liability and worker's injury claims, and co-management of the City's EOC and emergency preparedness programs.

There are several areas of program responsibility:

- Recruitment and selection
- Employee relations/investigations
- Labor relations (contract administration and negotiations)
- Diversity, Equity and inclusion
- Risk management/loss control
- Wellness programs
- Personnel policy development and implementation
- Employee training and development
- Classification and compensation
- Employee benefits and leave administration
- Compliance with and legislative review of current employment law
- Safety and emergency management and preparedness
- Claims administration for City liability, worker's compensation, and unemployment insurance

Human Resources staffing includes the Director, an Employee Relations & Compensation Manager, two Senior Human Resources Analysts, one Human Resources Analyst a, Human Resources Specialist, and an Emergency Management and Safety Coordinator.

### **BUDGET SUMMARY**

The Human Resources Department budget is organized into two budget program areas.

- General Services
- Risk Management/Loss Control

The total 2022 budget for Human Resources is **\$1,371,075**. Recruitment activity for 2021 was impacted and increased by COVID-19, and included the hiring of a new Police Chief, Assistant City Manager, Planning and Development Services Manager, Public Works Operations Manager, Employee Relations & Compensation Manager, Deputy Police Chief, JAS Operations Manager, Utility Billing Supervisor, Transportation Supervisor, Parks Supervisor, an Executive Assistant to the Parks, Culture & Recreation Director and an Emergency Management and Safety Coordinator.

Assisting in maintaining employee safety during the pandemic has been a priority focus for the department, including through the development of the City's Safe Start Plan under COVID-19, creating and disseminating important COVID-19 safety protocol information through Supervisor Bulletins, positive COVID-19 case and exposure reporting processes, and other pandemic safety guidance and communications.

Activities in risk management included continued participation in the AWC Retrospective Rating Program for the City's L & I worker's compensation program. Due to the City's active management of claims, we have maintained an above-average claims experience rating. Due to sound risk management initiatives and monitoring, the City continues to have lower general liability claims in comparison to other similar cities in Washington.

The HR department has continued to focus on enhancing organizational development and training and provided coaching, training, and guidance in leave laws, recruitment, equal employment opportunity, ethics, self-care, and awareness.

The HR Department has been continuing a department audit process which included a leave audit, file audit and an I-9 audit. HR also completed the process of updating the City's Non-Represented employee job descriptions.



Additional noteworthy program efforts included the Department's work on the City's Wellness Program, which is anticipated to result in the City being awarded the Association of Washington Cities Wellness Award in 2022 (for 2021). This Award will provide an additional benefit of reducing the City's premiums for medical, dental, and vision coverage by 2% in 2021.

HR also focused on providing core training and development through completing City-wide anti-harassment, anti-retaliation and anti-discrimination training, two diversity/equity and inclusion trainings and a supervisor training (coaching) program.

In 2021, the Lacey Police Management Association (LPMA) collective bargaining agreement was ratified.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to work through COVID-19 safety protocols, requirements and appropriate related compliance updates.
- Focus on employee and labor relations in support of the organization's overall human resources processes and programs.
- Continue to recruit and hire quality staff for essential vacancies.
- Complete contract renewals with AFSCME 618-L, and the Lacey Police Guild (LPOG).
- Beginning collective bargaining with the Lacey Police Management Association (LPMA) for a new contract.
- Implement updated City Personnel Policies.
- Continue to train management on the Onboarding feature within Neogov.
- Provide continued employee and supervisory training.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Human Resources</b>				
<b>General Services</b>				
001-0701-516.10-01	Salaries-Regular	495,269	620,866	693,922
001-0701-516.10-05	Salaries-Overtime	5,846	1,500	1,500
001-0701-516.10-06	Salaries-Part-Time	-	32,500	32,500
001-0701-516.20-01	Employer Paid Benefits	193,547	271,723	264,448
001-0701-516.20-03	Unemployment Compensation	9,570	-	-
001-0701-516.31-01	Office & Operating Supply	3,573	9,475	9,475
001-0701-516.31-02	Small Tools & Equipment	516	-	-
001-0701-516.31-04	Supplies - Testing/Exam	1,455	6,477	6,477
001-0701-516.41-01	Prof. Svc-Other	38,546	156,529	46,529
001-0701-516.41-03	Prof. Svc-Consultant	18,677	70,100	45,100
001-0701-516.43-01	Transportation/Per Diem	-	7,800	7,800
001-0701-516.43-02	Dues, Subscriptions, Publ	1,638	2,700	2,700
001-0701-516.43-03	Registrations	567	8,000	8,000
001-0701-516.44-01	Adv/Full-Time Position	860	8,000	8,000
001-0701-516.44-02	Adv/Part-Time Position	270	2,000	2,000
001-0701-516.45-02	IMS Rental	29,825	30,387	39,002
001-0701-516.49-02	Printing & Binding	-	3,500	3,500
001-0701-516.49-05	Professional Development	2,506	43,000	43,000
001-0701-516.49-30	Software Maintenance	-	7,322	7,322
001-0701-516.49-56	Emp Perform Recognition	11,283	13,000	13,000
<b>Total General Services</b>		<b>813,948</b>	<b>1,294,879</b>	<b>1,234,275</b>
<b>Risk Management/Loss Control</b>				
001-0702-514.10-01	Salaries-Regular	68,458	71,014	73,957
001-0702-514.10-05	Salaries-Overtime	1,164	-	-
001-0702-514.20-01	Employer Paid Benefits	32,216	36,536	34,082
001-0702-514.31-01	Office & Operating Supply	237	-	-
001-0702-514.41-03	Prof. Svc-Consultant	2,703	5,000	5,000
001-0702-514.42-01	Telecommunications	1,895	300	300
001-0702-514.43-02	Dues, Subscriptions, Publ	802	961	961
001-0702-514.49-17	Pre-employment Medicals	2,277	5,000	5,000
001-0702-514.49-18	Wellness Prog. AWC-Grant	10,175	13,000	13,000
001-0702-514.49-43	Drug & Alcohol Testing	4,779	4,500	4,500
<b>Total Risk Management/Loss Control</b>		<b>124,706</b>	<b>136,311</b>	<b>136,800</b>
<b>Total Human Resources</b>		<b>938,654</b>	<b>1,431,190</b>	<b>1,371,075</b>



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**SOCIAL SERVICES**

The City provides and supports a broad range of local social services to community members. The services are targeted to alleviate hardships and empower community members in need.

Programs and services supported in this budget cycle include:

- Affordable Housing and Homeless Services
- Early Learning and At-Risk Youth Services
- Senior Services
- Veterans Services
- Food Insecurity and Nutrition Services
- Thurston County Health and Human Services Council
- Emergency Cold Weather Sheltering Services
- Substance and Alcohol Abuse Treatment Services
- Coronavirus Response Services
- Crime Victim Advocate Services
- Dispute Resolution Services

**BUDGET SUMMARY**

The total 2022 budget for Social Services is **\$1,220,518**.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Social Services</b>				
<b>General Services</b>				
001-0801-518.63-00	Grants, Asst & Other Dist	1,033,100	-	-
001-0801-552.58-15	Social Services-HHSC	64,213	66,376	68,404
001-0801-552.58-16	TOGETHER	14,999	15,000	15,000
001-0801-552.58-18	G.R.U.B.	5,000	5,000	5,000
001-0801-552.58-25	Emer Cold Weather Shelter	3,165	50,000	50,000
001-0801-565.41-01	Prof. Svc-Other	39,741	117,943	-
001-0801-565.58-01	Aff and Supp Housing	-	110,374	110,374
001-0801-565.58-26	Mobile Outreach Team	-	176,463	176,463
001-0801-565.58-27	Senior Services	-	95,000	-
001-0801-566.58-07	Th Co Social Services S/A	15,029	21,360	21,360
<b>Total General Services</b>		<b>1,175,247</b>	<b>657,516</b>	<b>446,601</b>
<b>Homeless Services</b>				
001-0802-518.63-00	Grants, Asst & Other Dist	10,000	-	-
001-0802-565.10-01	Salaries-Regular	-	38,923	135,868
001-0802-565.20-01	Employer Paid Benefits	-	21,638	80,000
001-0802-565.31-01	Office & Operating Supply	-	12,942	12,942
001-0802-565.31-02	Small Tools & Equipment	-	4,500	-
001-0802-565.40-01	Homeless Services	116,584	558,000	400,000
001-0802-565.42-01	Telecommunications	4,636	1,000	1,000
001-0802-565.43-03	Registrations	-	2,000	2,000
001-0802-565.45-05	Rentals-Other	10,626	10,000	10,000
001-0802-565.47-07	Utility-Solid Waste	230	-	-
<b>Total Homeless Services</b>		<b>142,076</b>	<b>649,003</b>	<b>641,810</b>
<b>Veteran Services</b>				
001-0805-565.10-06	Salaries-Part-Time	794	-	-
001-0805-565.20-01	Employer Paid Benefits	491	-	-
001-0805-565.31-01	Office & Operating Supply	9,487	11,359	3,267
001-0805-565.31-02	Small Tools & Equipment	-	7,300	7,300
001-0805-565.41-01	Prof. Svc-Other	83,877	61,935	60,945
001-0805-565.42-01	Telecommunications	4,367	3,750	3,750
001-0805-565.43-02	Dues, Subscriptions, Publ	1,105	2,000	2,000
001-0805-565.43-03	Registrations	-	1,095	1,095
001-0805-565.44-03	Adv/Call for Bids	976	-	-
001-0805-565.45-02	IMS Rental	9,773	9,500	9,974

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Social Services</b>				
<b>Veteran Services-Continued</b>				
001-0805-565.45-05	Rentals-Other	2,250	1,575	1,575
001-0805-565.45-08	Lease Miscellaneous	63,650	30,000	30,000
001-0805-565.46-04	Insurance-Vehicle	37	40	39
001-0805-565.47-01	Utility-Electric	-	2,000	2,000
001-0805-565.48-01	Rep & Maint-Equipment	1,127	2,495	2,000
001-0805-565.49-02	Printing & Binding	-	3,537	3,537
001-0805-565.49-06	Maintenance Contracts	577	1,625	1,625
001-0805-565.49-20	Special Projects	10,000	-	-
001-0805-565.49-23	Custodial	6,140	-	-
001-0805-565.49-30	Software Maintenance	-	3,000	3,000
001-0805-565.60-01	Capital Outlays-Equipment	414	9,985	-
001-0805-594.65-01	Veterans Services HUB	1,538,737	1,154,006	-
001-0805-594.65-02	Veterans Affairs LeaseImp	222,133	535,000	-
<b>Total Veteran Services</b>		<b>1,955,935</b>	<b>1,840,202</b>	<b>132,107</b>
<b>Total Social Services</b>		<b>3,273,258</b>	<b>3,146,721</b>	<b>1,220,518</b>





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## **PUBLIC AFFAIRS & CITY CLERK**

### **PUBLIC AFFAIRS**

The Public Affairs Division is responsible for administering the City's public information programs; supporting or developing activities that will foster community pride; assisting the City Council and City Manager on a full array of special projects; acting as a liaison to community stakeholders, such as residents, neighborhood associations, and outside organizations; and serving as a resource for the resolution of community stakeholder concerns and / or complaints. These activities include:

- Assisting local and regional media agencies by providing timely information and response to stories affecting Lacey.
- Providing information about City activities through a variety of community meetings and forums.
- Developing and implementing robust community engagement opportunities.
- Managing the City newsletter, LaceyLife.
- Managing content and providing oversight of the City's website, social media footprint, and multimedia productions.
- Fostering ongoing relationships with neighborhood and homeowners' associations.
- Responding to community stakeholder questions, complaints, and concerns.
- Managing City telecommunication and cable franchise agreements.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continued enhancements of the City's website.
- Select and implement a customer relationship management (CRM) / community request system with corresponding app.
- Oversee city-wide enterprise content management (ECM) records system implementation.
- Develop new opportunities for use of digital media to enhance communications.
- Explore ideas for enhanced marketing and branding of Lacey.
- Enhance interaction between City Hall and neighborhood associations.
- Explore opportunities for enhanced community volunteer services program.
- Provide administrative oversight of the Lacey Veterans Services Hub.
- Continue the Lacey Cares initiative culminating in a Community Vision / Strategic Plan.
- Implement communication enhancements and develop departmental benchmarks.

### **CITY CLERK**

The City Clerk's Division is responsible for ensuring compliance with local, state and federal laws related to the legislative process of the city. By statute, the City Clerk is required to record and preserve minutes, ordinances, and resolutions adopted by the City Council, as well as overseeing the protection and preservation of all city records.

The City Clerk is the designated public records officer of the city, serving as a point of contact for members of the public in requesting disclosure of public records and overseeing the agency's compliance with the public records disclosure requirements.

There are six areas of program responsibility within the City Clerk's Division:

- Records management of all city records, including retention, disposition and training.
- Ensuring legal compliance of city-wide public records requests.
- Providing legal meeting notices.
- Recording legislative action approved by Council to include minutes, ordinances and resolutions.
- Providing administrative support for the Council meeting agenda process.
- Providing administrative support for the Council Boards & Commissions recruitment and appointment process.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue implementation of a city-wide enterprise content management (ECM) records system in compliance with all local, state and federal laws.
- Continue city-wide records management training for all employees, including orientation training for new employees.
- Create a model for meeting with Records Coordinators on a regular basis to identify issues, provide solutions, and support networking.
- Assist and support Records Coordinators during records remediation in each department.
- Comply with reporting requirements for all city-wide public records requests.
- Explore options for posting common records to city website.

**BUDGET SUMMARY**

The 2022 budget for the office of Public Affairs & City Clerk is **\$1,169,647**. This amount maintains current levels of staffing and service. In addition to covering operating expenses, the Clerk's budget includes funding for the City Clerk and Deputy City Clerk.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Affairs &amp; City Clerk</b>				
<b>Public Affairs</b>				
001-0903-513.10-01	Salaries-Regular	351,820	372,416	361,637
001-0903-513.10-05	Salaries-Overtime	825	-	500
001-0903-513.10-06	Salaries-Part-Time	-	11,520	11,520
001-0903-513.20-01	Employer Paid Benefits	139,927	160,031	192,043
001-0903-513.20-03	Unemployment Compensation	417	-	-
001-0903-513.31-01	Office & Operating Supply	2,938	3,800	3,800
001-0903-513.41-01	Prof. Svc-Other	94,643	48,500	190,000
001-0903-513.42-01	Telecommunications	4,631	4,000	4,000
001-0903-513.43-01	Transportation/Per Diem	-	750	3,000
001-0903-513.43-02	Dues, Subscriptions, Publ	2,674	2,700	2,700
001-0903-513.43-03	Registrations	-	1,500	3,000
001-0903-513.45-02	IMS Rental	23,077	22,424	35,444
001-0903-513.49-02	Printing & Binding	-	2,500	2,500
001-0903-573.49-12	Special Events	55	7,000	7,000
001-0903-573.49-20	Special Projects	2,968	10,000	10,000
001-0903-573.49-21	LaceyLife Newsletter	41,774	35,000	43,000
<b>Total Public Affairs</b>		<b>665,749</b>	<b>682,141</b>	<b>870,144</b>
<b>City Clerk</b>				
001-0904-514.10-01	Salaries-Regular	154,811	161,498	174,234
001-0904-514.10-05	Salaries-Overtime	-	-	1,250
001-0904-514.20-01	Employer Paid Benefits	75,730	86,944	85,819
001-0904-514.31-01	Office & Operating Supply	1,613	1,200	1,200
001-0904-514.41-06	Codification/Microfilm	3,915	16,000	16,000
001-0904-514.41-07	Records Destruction	3,045	4,000	4,000
001-0904-514.43-01	Transportation/Per Diem	753	3,000	3,000
001-0904-514.43-02	Dues, Subscriptions, Publ	1,059	1,000	1,000
001-0904-514.43-03	Registrations	180	3,000	3,000
001-0904-514.44-04	Ordinances & Resolutions	5,135	10,000	10,000
001-0904-514.45-02	IMS Rental	8,579	6,888	-
<b>Total City Clerk</b>		<b>254,820</b>	<b>293,530</b>	<b>299,503</b>
<b>Total Public Affairs &amp; City Clerk</b>		<b>920,569</b>	<b>975,671</b>	<b>1,169,647</b>



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## **FINANCE**

The Finance Department is responsible for ensuring the sound financial management of all City operations, the safekeeping of City assets, budget development, debt administration, revenue collections for all utility customers and the administration of Lacey's Information Systems. Major program areas include:

- Payroll and Benefits
- Central Purchasing
- Miscellaneous Receivables, Accounts Payable and General Ledger Accounting
- Utilities Billing and Customer Services
- Budget and Financial Statements
- Investments and Debt Management
- Business Licensing, Registration and Passport processing
- Violations Bureau
- Information Systems, Support and Services

These services are provided by 26 full-time employees that are budgeted in the Current Expense, Utilities, and Information Management Services Funds.

### **BUDGET SUMMARY**

The 2022 budget for the Finance Department is **\$1,609,565**. The Information Services division is listed under a separate budget because their expenses are managed as a separate fund. Finance Department costs assigned to Utility Billing are budgeted in each of the Utilities.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Maintain compliance with all financial reporting standards.
- Provide excellent customer service to external and internal customers.
- Revenue monitoring, forecasting and enhancement.
- Pursue GFOA certification of Lacey's Comprehensive Annual Financial Report.



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Finance</b>				
<b>Finance</b>				
001-1401-514.10-01	Salaries-Regular	785,087	810,283	964,643
001-1401-514.10-05	Salaries-Overtime	4,326	850	850
001-1401-514.20-01	Employer Paid Benefits	355,745	402,364	405,498
001-1401-514.31-01	Office & Operating Supply	5,659	5,000	5,000
001-1401-514.41-01	Prof. Svc-Other	2,720	28,000	34,000
001-1401-514.41-05	Prof. Svc-Audit	40,173	71,200	73,336
001-1401-514.41-48	Investment Advisor	46,000	46,000	46,000
001-1401-514.42-01	Telecommunications	558	-	-
001-1401-514.43-01	Transportation/Per Diem	1,324	7,500	7,500
001-1401-514.43-02	Dues, Subscriptions, Publ	2,457	2,175	2,175
001-1401-514.43-03	Registrations	7,047	7,500	7,500
001-1401-514.45-02	IMS Rental	41,532	40,956	59,111
001-1401-514.48-01	Rep & Maint-Equipment	-	100	100
001-1401-514.49-02	Printing & Binding	-	1,000	1,000
001-1401-514.49-06	Maintenance Contracts	286	1,500	1,500
001-1401-514.49-30	Software Maintenance	1,377	1,352	1,352
<b>Total Finance</b>		<b>1,294,291</b>	<b>1,425,780</b>	<b>1,609,565</b>

## **LEGAL SERVICES**

The Schneider Law Office contractually provides legal services to the City. Legal services include representing the City in all legal actions brought by or against the City, including prosecution of all misdemeanors and infractions resulting from citations issued by city personnel. Legal services also include attendance at City Council meetings, advising Councilmembers and City staff in legal matters of a general nature pertaining to the business of the City, and coordinating, reviewing and approving all legislative documents to be brought before the City Council. The City contracts for these services through its adopted budget.

The Office also represents the City in Washington State Superior or Appellate Court actions, before State Hearings Boards, in Federal Court, Joint Animal Control legal actions, and work performed for the City when acting in a proprietary as distinguished from a governmental capacity. Work performed in a proprietary capacity includes the acquisition, care, maintenance, and improvement of the City's streets, water, stormwater, and wastewater facilities. These services are billed separately and are included in appropriate project or enterprise funds.

### **BUDGET SUMMARY**

The total 2022 budget for City Attorney is **\$725,068**.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Provide sound legal guidance to the City Council and City administration on the planning and regulatory functions of the City.
- Continue a positive and pragmatic approach to the City's legal ability to accomplish tasks and projects necessary for its citizens.
- Deliver prosecution services that provide efficiency, swift resolution of matters, and a high degree of accountability to the public.
- Acquire necessary property rights for future street, water, wastewater and other City projects.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Legal Services</b>				
<b>Legal Services</b>				
001-1501-515.41-08	Prof. Svc-Litigation	24,251	18,000	18,000
001-1501-515.41-09	Prof. Svc-Prosecution	379,125	390,198	401,904
001-1501-515.41-15	Governmental Services	261,228	269,066	277,139
001-1501-515.42-01	Telecommunications	806	-	-
001-1501-515.49-07	Support Services	11,747	28,025	28,025
<b>Total Legal Services</b>		<b>677,157</b>	<b>705,289</b>	<b>725,068</b>

**COMMON FACILITIES**

The Common Facilities budget provides funding for maintaining and operating City Hall and the Library. Expenditures include all utilities, maintenance contracts, insurance, janitorial services, common supplies, postage, computer system replacement charges, maintenance of pooled vehicles, miscellaneous charges for services, and contract copying and support.

**BUDGET SUMMARY**

The 2022 budget for Common Facilities is **\$1,628,579**. This amount maintains the current level of services for City Hall and Library services.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Common Facilities Overhead</b>				
<b>City Hall &amp; Library Operations</b>				
001-1901-519.31-01	Office & Operating Supply	36,449	20,370	20,370
001-1901-519.41-01	Prof. Svc-Other	1,247	40,846	40,846
001-1901-519.42-01	Telecommunications	16,668	20,000	20,000
001-1901-519.42-02	Communications-Postage	28,430	30,000	30,000
001-1901-519.45-01	Equipment Rental	14,018	14,087	22,203
001-1901-519.45-02	IMS Rental	739,954	778,551	774,634
001-1901-519.45-03	Copier Rental	11,072	38,700	38,700
001-1901-519.45-08	Lease Miscellaneous	-	500	500
001-1901-519.46-01	Insurance-Liability	290,027	310,351	333,521
001-1901-519.46-02	Insurance-Fire/Property	30,733	42,791	32,655
001-1901-519.46-06	AWC-L & I Pool	18,767	16,418	16,418
001-1901-519.47-01	Utility-Electric	114,177	148,000	148,000
001-1901-519.47-02	Utility-City of Lacey	13,195	22,500	22,500
001-1901-519.47-07	Utility-Solid Waste	3,227	3,000	3,000
001-1901-519.48-01	Rep & Maint-Equipment	-	3,700	3,700
001-1901-519.49-02	Printing & Binding	8,275	8,000	8,000
001-1901-519.49-06	Maintenance Contracts	31,950	38,974	38,974
001-1901-519.49-25	Assessments/Taxes	654	2,050	2,050
001-1901-519.49-27	Bad Debt Expense	-	1,000	1,000
001-1901-572.46-02	Insurance-Fire/Property	9,482	13,202	10,022
001-1901-572.47-01	Utility-Electric	37,137	50,000	50,000
001-1901-572.47-02	Utility-City of Lacey	4,574	9,000	9,000
001-1901-572.47-07	Utility-Solid Waste	2,357	1,500	1,500
001-1901-572.48-01	Rep & Maint-Equipment	-	250	250
001-1901-572.49-06	Maintenance Contracts	2,591	736	736
001-1901-591.75-01	Capital Leases	12,204	-	-
001-1901-592.83-10	Capital Lease Interest	5,176	-	-
<b>Total City Hall &amp; Library Operations</b>		<b>1,432,364</b>	<b>1,614,526</b>	<b>1,628,579</b>

## **POLICE**

The Police Department's mission is to partner with the community to make Lacey a safe and desirable place to live, work, learn, and play.

Police Department staffing allocations for 2022 will include: sixty five (64) commissioned officers, nine and half (9.5) administrative staff members and four (6) civilian Community Service Officers. Volunteer services are provided by a group of dedicated staff consisting of the Lacey Resource Unit (LRU), Chaplain Program, and the Explorer Post.

The Lacey Police Department consists of the following three divisions: Operations Division, Administrative Division, and the Investigations Division.

### **OPERATIONS DIVISION:**

The Operations Division is comprised of one (1) Commander, six (6) Sergeants, six (6) Corporals, thirty two (32) Police Officers and four (6) civilian Community Service Officers who work in six squads providing 24-hour law enforcement services to the city.

The Operations Division is the largest division in the Lacey Police Department. The primary responsibility is to provide uniformed patrol service to the City of Lacey 24-hours per day protecting life and property and enhancing the perception of safety throughout the community. The City is divided into patrol districts to allow officers a concentrated area of focus, where they can engage the community as partners for collaborative solutions to crime and quality of life issues. The Operations Division is complemented by a Traffic Unit that provides education and enforcement services related to vehicle, pedestrian, and school zone safety. The Operations Division is supported by the Community Service Officer program which provides non-emergency patrol support and in-custody transports to help maximize the time patrol officers are within the city limits.

### **ADMINISTRATIVE DIVISION:**

The Administrative Division is comprised of one (1) Police Chief, one (1) Deputy Police Chief, one (1) Personnel and Training Sergeant, one (1) Personnel and Training Assistant, one (1) Criminal Justice Training Officer, one (1) Management Analyst, one (1) part-time car washer, one (1) Executive Assistant, and the Records Unit consisting of one (1) Customer Support Supervisor and four (4) Police Assistants.

The Administrative Division is responsible for records, public disclosure compliance, concealed weapons permit processing, firearms background checks, recruiting, hiring, training, policy, internal investigations, and other administrative tasks. The Personnel and Training Sergeant coordinates department training including firearms, less-lethal tools, driving, tactics, and procedures. The Personnel and Training Sergeant is also the direct supervisor of the police officer assigned to the academy training staff at the Criminal Justice Training Center (CJTC). (The cost of CJTC position is reimbursed by CJTC). Our Management Analyst conducts extensive analysis of crime trends to help focus patrol resources as well as assisting detectives with complex investigations. The Executive Assistant is the central point of contact for the Office of the Chief of Police and assists with a myriad of administrative functions in support of the division and the department.

### **INVESTIGATIONS DIVISION:**

The Investigations Division is comprised of one (1) Commander, one (1) Detective Sergeant, five (5) Detectives, three (3) School Resource Officers, one (1) Community Resource Sergeant, two (2) Community Resource Officers, one (1) Evidence Technician, and one (1) Police Assistants.

The Investigative Division is managed by a Commander who is responsible for three units: Detective Unit, School Resource Unit, and the Community Resource Unit. The Detective Unit is responsible for the investigation of major crimes and felonies, and any complicated crimes that exceed the expertise or immediate resources of the Operations Division. The Detective Unit works closely with other local agencies for county wide criminal investigations involving violent crime, property crimes, narcotics enforcement, as well as missing and child abuse cases. Detectives also complete background investigations for new hire and lateral officer candidates, ensuring only the best candidates become Lacey Police Officers. A Police Assistant is assigned to the Investigative Division to provide administrative assistance to the units within the division.

The Community Resource Unit is supervised by a sergeant and staffed by two officers assigned to conduct community outreach and education. They engage with the homeless population, plan and conduct proactive enforcement operations based on crime analysis trends, instruct at community academies and coordinate community events. The Police Assistant in this division coordinates the department's community outreach efforts to include social media. The Community Resource Unit also house the Lacey Police Department's Mobile Outreach Team (MOT). MOT's mission is respond and engage those in need of services to assist in connecting them with resources. The MOT team responds to many 9-1-1 calls where there is a need for intervention, but a police officer is not necessary.



The School Resource Unit is staffed by three officers who are assigned to North Thurston Public Schools. They serve four high schools, four middle schools, and six elementary schools. They are responsible for providing not only law enforcement and security, but also focus on initiating positive contacts and building relationships with the students, parents, and school administration.

Our Evidence Technician is responsible for the evidence and property safekeeping function at the Police Department. This includes processing, storing, retrieval, and disposition of all evidence and found property. The Evidence Technician also assists in crime scene processing including crime scene mapping, photography, and DNA collection.

#### **BUDGET SUMMARY**

The Police Department budget is organized into nine programs.

- Administration
- Investigations
- Records and Support Services
- Operations
- Property and Evidence
- Traffic
- Training
- Volunteers
- Education and Community Outreach

The total 2022 budget for Police is **\$13,078,000** not including expenditures in the Criminal Justice Fund. Funding for court and jail services is budgeted separately. These services are provided through a contractual agreement with Thurston County and the Nisqually Tribe.

#### **2022 PROGRAMS, GOALS, AND PRIORITIES**

- Utilize contemporary crime analysis data to aggressively identify and mitigate emerging crime trends.
- Continue to promote equity, diversity, and inclusion in all aspects of Police Department activities.
- Continue our partnership with North Thurston Public Schools to ensure a safe and productive learning environment.
- Work closely with our community partners to identify and proactively address quality of life issues.
- Increase proactive and compassionate contacts to continue to build community partnerships and trust.
- Increase the department's reach through social media to educate and better inform the community and increase transparency about the administration and operation of the Police Department.
- Enhance our recruiting and training platforms to continue to build our diversified and inclusive public safety team.
- Provide high quality, full-service and community based law enforcement and public safety.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>General Services</b>				
001-2101-521.10-01	Salaries-Regular	543,471	600,624	636,276
001-2101-521.10-05	Salaries-Overtime	356	500	500
001-2101-521.10-06	Salaries-Part-Time	-	-	3,000
001-2101-521.20-01	Employer Paid Benefits	120,525	196,731	186,444
001-2101-521.20-02	LEOFF Disability-Retired	134,808	210,960	210,960
001-2101-521.20-42	GASB68 Pension Expense	225,145	-	-
001-2101-521.31-01	Office & Operating Supply	8,446	6,250	8,250
001-2101-521.31-15	Evidence Monies	-	1,000	1,000
001-2101-521.41-01	Prof. Svc-Other	168,216	12,524	7,900
001-2101-521.41-02	Prof. Svc- Engineering	6,376	-	-
001-2101-521.42-01	Telecommunications	4,357	5,057	5,057
001-2101-521.43-02	Dues, Subscriptions, Publ	1,527	1,700	1,700
001-2101-521.45-01	Equipment Rental	16,521	21,451	22,466
001-2101-521.45-02	IMS Rental	7,322	10,138	27,865
001-2101-521.48-01	Rep & Maint-Equipment	-	20	20
001-2101-521.49-06	Maintenance Contracts	321	-	-
<b>Total General Services</b>		<b>1,237,391</b>	<b>1,066,955</b>	<b>1,111,438</b>
<b>Records and Support Services</b>				
001-2102-521.10-01	Salaries-Regular	369,467	468,564	559,327
001-2102-521.10-05	Salaries-Overtime	1,631	5,100	5,100
001-2102-521.10-06	Salaries-Part-Time	-	1,000	1,000
001-2102-521.20-01	Employer Paid Benefits	132,298	200,607	265,012
001-2102-521.31-01	Office & Operating Supply	8,708	8,100	8,100
001-2102-521.31-02	Small Tools & Equipment	674	1,100	1,100
001-2102-521.31-17	Supplies-Uniform Purchase	809	600	600
001-2102-521.41-01	Prof. Svc-Other	845	-	81,522
001-2102-521.42-01	Telecommunications	5,764	4,500	4,500
001-2102-521.43-02	Dues, Subscriptions, Publ	145	475	475
001-2102-521.45-02	IMS Rental	7,556	10,462	28,756
001-2102-521.48-01	Rep & Maint-Equipment	-	100	100
001-2102-521.49-02	Printing & Binding	-	4,000	4,000
001-2102-521.49-30	Software Maintenance	1,502	1,700	1,700
001-2102-521.50-04	Contract-RMS System	171,077	161,549	160,092
<b>Total Records and Support Services</b>		<b>700,476</b>	<b>867,857</b>	<b>1,121,384</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Property Control</b>				
001-2103-521.10-01	Salaries-Regular	123,493	127,654	133,038
001-2103-521.10-05	Salaries-Overtime	14	1,800	1,800
001-2103-521.20-01	Employer Paid Benefits	37,739	46,307	49,288
001-2103-521.31-01	Office & Operating Supply	2,874	2,975	2,975
001-2103-521.31-02	Small Tools & Equipment	328	375	375
001-2103-521.31-17	Supplies-Uniform Purchase	-	700	700
001-2103-521.41-01	Prof. Svc-Other	55	-	-
001-2103-521.45-02	IMS Rental	2,025	2,805	7,710
001-2103-521.49-02	Printing & Binding	-	125	125
001-2103-521.49-30	Software Maintenance	-	10,587	10,587
<b>Total Property Control</b>		<b>166,528</b>	<b>193,328</b>	<b>206,598</b>
<b>Training</b>				
001-2104-521.31-01	Office & Operating Supply	1,441	-	-
001-2104-521.31-02	Small Tools & Equipment	683	-	-
001-2104-521.43-01	Transportation/Per Diem	6,131	30,000	30,000
001-2104-521.43-02	Dues, Subscriptions, Publ	229	450	450
001-2104-521.43-03	Registrations	17,345	35,750	35,750
001-2104-521.43-05	Memorial Fund-McMillen Sr	-	50	50
001-2104-521.49-05	Professional Development	20,459	30,233	30,233
001-2104-521.49-30	Software Maintenance	-	14,354	19,854
<b>Total Training</b>		<b>46,288</b>	<b>110,837</b>	<b>116,337</b>
<b>Crime Prevention</b>				
001-2105-521.10-01	Salaries-Regular	220,984	224,098	113,855
001-2105-521.10-05	Salaries-Overtime	22,068	6,150	6,150
001-2105-521.20-01	Employer Paid Benefits	63,235	64,002	37,303
001-2105-521.31-01	Office & Operating Supply	4,546	6,465	6,465
001-2105-521.31-10	Supplies-Multi-Housing	-	400	400
001-2105-521.31-17	Supplies-Uniform Purchase	392	400	400
001-2105-521.41-01	Prof. Svc-Other	-	100	100
001-2105-521.42-01	Telecommunications	1,237	1,000	1,000
001-2105-521.43-02	Dues, Subscriptions, Publ	249	100	100
001-2105-521.45-01	Equipment Rental	3,491	4,533	4,747
001-2105-521.48-01	Rep & Maint-Equipment	-	10	10
001-2105-521.49-02	Printing & Binding	747	3,500	3,500

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Crime Prevention-Continued</b>				
001-2105-521.49-10	Uniform Contract/Cleaning	225	400	400
001-2105-521.49-11	Public Education	-	750	750
<b>Total Crime Prevention</b>		<b>317,174</b>	<b>311,908</b>	<b>175,180</b>
<b>Investigation and Apprehension</b>				
001-2106-521.10-01	Salaries-Regular	636,479	585,883	706,152
001-2106-521.10-05	Salaries-Overtime	58,191	47,150	47,150
001-2106-521.20-01	Employer Paid Benefits	174,032	170,797	237,927
001-2106-521.31-01	Office & Operating Supply	10,711	15,156	15,156
001-2106-521.31-02	Small Tools & Equipment	1,745	1,400	1,400
001-2106-521.31-17	Supplies-Uniform Purchase	2,464	1,500	1,500
001-2106-521.41-01	Prof. Svc-Other	1,094	1,000	1,000
001-2106-521.42-01	Telecommunications	9,208	9,508	9,508
001-2106-521.43-02	Dues, Subscriptions, Publ	166	300	300
001-2106-521.45-01	Equipment Rental	39,336	51,078	53,492
001-2106-521.45-02	IMS Rental	3,156	4,370	12,011
001-2106-521.48-01	Rep & Maint-Equipment	-	500	500
001-2106-521.49-02	Printing & Binding	187	100	100
001-2106-521.49-10	Uniform Contract/Cleaning	4,347	4,000	4,000
<b>Total Investigation and Apprehension</b>		<b>941,116</b>	<b>892,742</b>	<b>1,090,196</b>
<b>Protective Enforcement Patrol</b>				
001-2107-521.10-01	Salaries-Regular	4,330,040	5,206,813	5,183,609
001-2107-521.10-05	Salaries-Overtime	530,422	542,175	542,175
001-2107-521.10-06	Salaries-Part-Time	9,557	10,593	10,593
001-2107-521.20-01	Employer Paid Benefits	1,215,586	1,460,746	1,636,173
001-2107-521.20-35	LEOFF2 Plan Contrib Add'l	11,062	-	-
001-2107-521.31-01	Office & Operating Supply	34,982	20,267	20,267
001-2107-521.31-02	Small Tools & Equipment	13,589	7,042	7,042
001-2107-521.31-05	Firearms/Ammunition	23,158	28,000	40,000
001-2107-521.31-06	Supplies-Water Patrol	-	394	394
001-2107-521.31-07	Supplies-Tactical Team	7,588	10,000	10,000
001-2107-521.31-17	Supplies-Uniform Purchase	44,430	34,950	34,950
001-2107-521.31-33	Supplies-Tactical Vests	24,579	28,165	28,165
001-2107-521.31-35	Supplies-Replaced Equip	10,935	30,000	30,000
001-2107-521.31-37	Less Lethal Equipment	19,273	15,000	20,000

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Protective Enforcement Patrol-Continued</b>				
001-2107-521.41-01	Prof. Svc-Other	5,931	3,000	3,000
001-2107-521.42-01	Telecommunications	39,200	46,711	46,711
001-2107-521.43-02	Dues, Subscriptions, Publ	280	3,775	3,775
001-2107-521.45-01	Equipment Rental	487,911	633,553	663,487
001-2107-521.45-02	IMS Rental	166,158	230,074	632,383
001-2107-521.45-03	Copier Rental	3,162	18,900	18,900
001-2107-521.48-01	Rep & Maint-Equipment	5,899	8,000	8,000
001-2107-521.49-02	Printing & Binding	1,963	1,754	1,754
001-2107-521.49-06	Maintenance Contracts	896	-	-
001-2107-521.49-10	Uniform Contract/Cleaning	12,345	12,460	12,460
001-2107-521.49-30	Software Maintenance	12,345	12,045	12,045
001-2107-521.50-01	Olympia Range	3,956	10,000	10,000
001-2107-591.75-01	Capital Leases	10,444	-	-
001-2107-592.83-10	Capital Lease Interest	650	-	-
<b>Total Protective Enforcement Patrol</b>		<b>7,026,341</b>	<b>8,374,417</b>	<b>8,975,883</b>
<b>Traffic</b>				
001-2108-521.10-01	Salaries-Regular	114,168	84,360	114,152
001-2108-521.10-05	Salaries-Overtime	12,512	24,088	24,088
001-2108-521.20-01	Employer Paid Benefits	34,222	29,307	24,905
001-2108-521.31-01	Office & Operating Supply	-	1,450	1,450
001-2108-521.31-02	Small Tools & Equipment	-	500	500
001-2108-521.31-17	Supplies-Uniform Purchase	-	1,000	1,000
001-2108-521.42-01	Telecommunications	555	1,700	1,700
001-2108-521.43-02	Dues, Subscriptions, Publ	-	50	50
001-2108-521.45-01	Equipment Rental	41,612	54,034	56,587
001-2108-521.48-01	Rep & Maint-Equipment	-	200	200
001-2108-521.49-10	Uniform Contract/Cleaning	503	550	550
<b>Total Traffic</b>		<b>203,572</b>	<b>197,239</b>	<b>225,182</b>
<b>Volunteers</b>				
001-2109-521.10-01	Salaries-Regular	33,326	34,095	37,988
001-2109-521.10-05	Salaries-Overtime	10,446	3,588	3,588
001-2109-521.20-01	Employer Paid Benefits	7,795	7,118	5,356
001-2109-521.31-01	Office & Operating Supply	165	750	750
001-2109-521.31-02	Small Tools & Equipment	-	125	125
001-2109-521.31-17	Supplies-Uniform Purchase	1,303	-	-

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Volunteers-Continued</b>				
001-2109-521.31-18	Uniforms	670	2,525	2,525
001-2109-521.43-01	Transportation/Per Diem	-	400	400
001-2109-521.43-02	Dues, Subscriptions, Publ	-	750	750
001-2109-521.43-03	Registrations	-	1,070	1,070
001-2109-521.49-02	Printing & Binding	183	-	-
001-2109-521.49-10	Uniform Contract/Cleaning	294	750	750
001-2109-521.49-57	Lacey Resource Officers	-	2,500	2,500
<b>Total Volunteers</b>		<b>54,182</b>	<b>53,671</b>	<b>55,802</b>
<b>Total Police</b>		<b>10,693,068</b>	<b>12,068,954</b>	<b>13,078,000</b>



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### **PUBLIC WORKS ADMINISTRATION**

Public Works Administration provides administrative support and assistance to all Public Works divisions. The Director of Public Works is responsible for the overall management of the Engineering Division, Water Resources, Utility Operations and Maintenance, Parks Maintenance, Facility Maintenance, Streets Maintenance, Equipment Rental, and Utility & Transportation Capital Programs.

Public Works Administrative services are provided by a Management Analyst, an Executive Assistant and a Department Assistant III. Staff are responsible for processing contracts and agreements, collecting fees, issuing permits, customer service at the front counter, providing telephone support, file maintenance of public works and development projects. Staff also coordinate all interdepartmental efforts including the annual operating budgets of the department, payroll and purchasing, and computer and software acquisition. In addition, administrative support is provided for a variety of special projects and research as needed by the Public Works Director.

#### **BUDGET SUMMARY**

The 2022 budget for Public Works Administration is **\$151,100**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to emphasize and improve customer service throughout the department.
- Optimize all resources allocated to the department.
- Continue to improve support to all Directors, the City Council, and the City Manager.
- Ensure division goals and priorities are facilitated and achieved.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Support Services</b>				
<b>General Services</b>				
001-3101-532.10-01	Salaries-Regular	54,072	55,607	58,732
001-3101-532.10-05	Salaries-Overtime	-	200	200
001-3101-532.20-01	Employer Paid Benefits	17,388	20,413	19,515
001-3101-532.20-03	Unemployment Compensation	673	-	-
001-3101-532.31-01	Office & Operating Supply	4,037	9,850	9,850
001-3101-532.31-02	Small Tools & Equipment	-	461	461
001-3101-532.31-27	Software Upgrade	372	1,500	1,500
001-3101-532.41-01	Prof. Svc-Other	1,335	4,000	4,000
001-3101-532.43-01	Transportation/Per Diem	-	1,200	1,200
001-3101-532.43-02	Dues, Subscriptions, Publ	802	5,700	5,700
001-3101-532.43-03	Registrations	400	1,000	1,000
001-3101-532.45-01	Equipment Rental	12,481	26,246	20,980
001-3101-532.45-02	IMS Rental	15,180	18,726	25,662
001-3101-532.48-02	Rep & Maint-Equip Non-Pwr	-	300	300
001-3101-532.49-02	Printing & Binding	-	2,000	2,000
<b>Total Public Works Support Services</b>		<b>106,740</b>	<b>147,203</b>	<b>151,100</b>

## **PUBLIC WORKS-ENGINEERING**

The City Engineer oversees the transportation, survey, design/construction management, and development review sections of the Public Works Department.

The Engineering Division is made up of 25 FTE's. The Engineering staff identifies public improvement needs, designs and manages City-funded construction projects for utility and transportation systems, and provides technical support and information to utilities operators and the public. Engineering costs for these activities are charged to the utility or project for which the service is provided.

Engineering also reviews development proposals and inspects private construction of public facilities. This includes identifying the need for transportation and utility improvements. These costs are partially recovered from fees assessed to development for plan review and inspection services.

### **BUDGET SUMMARY**

The Engineering budget is organized into six programs.

- General Services
- Transportation Engineering
- Water Utility Engineering
- Wastewater Utility Engineering
- Stormwater Utility Engineering
- Project Engineering

The total 2022 budget for Public Works Engineering is **\$4,639,793**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout Design
- College Street and 16th Avenue Roundabout Design
- 7th Avenue and College Street Roundabout
- College Street NE Extension Design
- Electric Car Charging Stations
- 4th Avenue
- Marvin Road Annexation Signal Improvements
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Capital City Water & Sewer Improvements
- Sidewalk Replacement Program
- Transportation Comprehensive Plan

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Engineering Division</b>				
<b>General Services</b>				
001-3201-532.10-01	Salaries-Regular	680,472	724,322	1,135,950
001-3201-532.10-05	Salaries-Overtime	7,411	3,000	3,000
001-3201-532.10-06	Salaries-Part-Time	190	-	-
001-3201-532.20-01	Employer Paid Benefits	276,773	316,727	353,240
001-3201-532.31-01	Office & Operating Supply	10,272	15,000	15,000
001-3201-532.31-02	Small Tools & Equipment	3,089	4,000	4,000
001-3201-532.31-17	Supplies-Uniform Purchase	3,673	3,000	3,000
001-3201-532.31-27	Software Upgrade	4,899	2,174	2,174
001-3201-532.41-01	Prof. Svc-Other	-	1,600	1,600
001-3201-532.42-01	Telecommunications	12,505	9,750	9,750
001-3201-532.43-01	Transportation/Per Diem	1,617	5,000	5,000
001-3201-532.43-02	Dues, Subscriptions, Publ	3,393	2,000	2,000
001-3201-532.43-03	Registrations	4,110	7,020	7,020
001-3201-532.45-01	Equipment Rental	121,565	122,650	134,476
001-3201-532.45-02	IMS Rental	86,000	88,640	129,870
001-3201-532.45-08	Lease Miscellaneous	8,168	7,720	7,720
001-3201-532.48-02	Rep & Maint-Equip Non-Pwr	-	1,020	1,020
001-3201-532.49-02	Printing & Binding	28	-	-
001-3201-532.49-03	Recording Fees	-	2,800	2,800
001-3201-532.49-06	Maintenance Contracts	2,590	5,698	5,698
001-3201-532.49-10	Uniform Contract/Cleaning	-	200	200
001-3201-532.49-30	Software Maintenance	35,623	50,000	50,000
<b>Total General Services</b>		<b>1,262,378</b>	<b>1,372,321</b>	<b>1,873,518</b>
<b>Transportation Engineering</b>				
001-3202-532.10-01	Salaries-Regular	438,194	469,754	480,907
001-3202-532.10-05	Salaries-Overtime	2,377	3,000	3,000
001-3202-532.10-06	Salaries-Part-Time	7,874	9,953	9,953
001-3202-532.20-01	Employer Paid Benefits	158,557	189,519	199,499
001-3202-532.31-01	Office & Operating Supply	-	1,100	2,300
001-3202-532.31-02	Small Tools & Equipment	-	300	300
001-3202-532.31-03	Traffic Counting Supplies	2,233	1,010	1,010
001-3202-532.31-17	Supplies-Uniform Purchase	-	75	75
001-3202-532.41-02	Prof. Svc-Engineering	-	500	500
001-3202-532.43-01	Transportation/Per Diem	-	250	250
001-3202-532.43-02	Dues, Subscriptions, Publ	247	1,550	2,150

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Engineering Division</b>				
<b>Transportation Engineering-Continued</b>				
001-3202-532.43-03	Registrations	-	1,000	2,500
001-3202-532.45-01	Equipment Rental	6,178	6,233	6,835
001-3202-532.49-02	Printing & Binding	-	180	180
<b>Total Transportation Engineering</b>		<b>615,660</b>	<b>684,424</b>	<b>709,459</b>
<b>Water Utility Engineering</b>				
001-3203-532.10-01	Salaries-Regular	243,249	273,760	257,139
001-3203-532.10-05	Salaries-Overtime	3,302	8,000	8,000
001-3203-532.20-01	Employer Paid Benefits	96,334	122,972	117,087
<b>Total Water Utility Engineering</b>		<b>342,885</b>	<b>404,732</b>	<b>382,226</b>
<b>Wastewater Utility Engineering</b>				
001-3204-532.10-01	Salaries-Regular	170,156	201,190	200,721
001-3204-532.10-05	Salaries-Overtime	3,302	10,000	10,000
001-3204-532.20-01	Employer Paid Benefits	64,780	88,202	84,099
<b>Total Wastewater Utility Engineering</b>		<b>238,238</b>	<b>299,392</b>	<b>294,820</b>
<b>Stormwater Utility Engineering</b>				
001-3205-532.10-01	Salaries-Regular	90,020	113,702	110,930
001-3205-532.10-05	Salaries-Overtime	1,849	2,000	2,000
001-3205-532.10-06	Salaries-Part-Time	1,116	-	-
001-3205-532.20-01	Employer Paid Benefits	35,123	50,528	47,228
<b>Total Stormwater Utility Engineering</b>		<b>128,108</b>	<b>166,230</b>	<b>160,158</b>
<b>Project Engineering</b>				
001-3206-532.10-01	Salaries-Regular	757,863	670,574	770,511
001-3206-532.10-05	Salaries-Overtime	27,096	10,000	10,000
001-3206-532.20-01	Employer Paid Benefits	348,437	339,937	439,101
<b>Total Project Engineering</b>		<b>1,133,396</b>	<b>1,020,511</b>	<b>1,219,612</b>
<b>Total Public Works Engineering Division</b>		<b>3,720,665</b>	<b>3,947,610</b>	<b>4,639,793</b>



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### ***PUBLIC WORKS-PARKS MAINTENANCE***

The Public Works Parks Maintenance Division maintains the grounds of all City-owned and operated buildings, water/wastewater facilities, parks, open space, roundabouts, planter strips, and green belts. This includes over 1,200 acres of park land, 19 athletic fields, 23 courts, 1 skate park, 44 single stall restrooms, 12 picnic shelters, 30 play toy structures, 72 water/wastewater sites, and 34.7 miles of right-of-way containing 4,559 street trees, 20.6 acres of turf strips and 25.76 acres of ornamental landscapes.

The work performed by the Parks Maintenance Division includes routine and preventative maintenance, as well as repairs, emergency responses and special projects. Staff performs janitorial services, turf and grounds maintenance, hazard tree removal and urban forest management, integrated pest management, graffiti/vandalism mitigation, support of Parks and Recreation programs, limited construction, and support for volunteer and youth work groups. Work is prioritized to address safety and high community use areas.

#### **BUDGET SUMMARY**

The Parks budget is organized into four programs under the general service categories of Grounds.

- General Services
- Utilities/Right-of-Way
- Buildings/Structures/Grounds - Parks
- Rainier Vista Park Operations

The total 2022 Budget for Parks, Grounds, and Facilities Maintenance is **\$3,274,820**. This includes staffing of 17 full-time equivalents, (not including 4 FTEs funded by the Regional Athletic Complex) and up to 16 temporary six month employees. Temporary seasonal laborers help to meet the increased demands created by warm weather and additional park activity. Parks Maintenance Operations are supported by the revenues from the General Fund and Utility Tax receipts dedicated to parks maintenance. .

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to develop innovative maintenance techniques to maximize efficiency.
- Maintain and improve current service levels.
- Staff and deploy a Rapid Response Team to assist Lacey PD in homeless related issues.
- Test water conservation products intended to reduce irrigation usage on athletic fields.



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>General Services</b>				
001-3301-576.10-01	Salaries-Regular	325,983	379,908	293,562
001-3301-576.10-05	Salaries-Overtime	4,743	3,000	3,000
001-3301-576.10-06	Salaries-Part-Time	9,142	56,492	56,492
001-3301-576.20-01	Employer Paid Benefits	153,531	159,344	95,897
001-3301-576.20-03	Unemployment Compensation	12,014	25,500	25,500
001-3301-576.31-01	Office & Operating Supply	17,339	10,645	10,645
001-3301-576.31-02	Small Tools & Equipment	-	-	2,700
001-3301-576.31-17	Supplies-Uniform Purchase	8,014	8,385	8,385
001-3301-576.31-35	Replaced Equip	-	15,000	15,000
001-3301-576.41-01	Prof. Svc-Other	253	740	740
001-3301-576.42-01	Telecommunications	1,099	3,000	3,000
001-3301-576.43-01	Transportation/Per Diem	-	12,843	12,843
001-3301-576.43-02	Dues, Subscriptions, Publ	145	915	915
001-3301-576.43-03	Registrations	6,111	6,242	6,242
001-3301-576.45-01	Equipment Rental	22,699	23,508	24,468
001-3301-576.45-02	IMS Rental	13,266	15,701	25,900
001-3301-576.45-03	Copier Rentals	1,528	1,425	1,425
001-3301-576.46-02	Insurance-Fire/Property	1,146	1,595	1,135
001-3301-576.47-01	Utility-Electric	5,080	7,146	7,146
001-3301-576.47-02	Utility-City of Lacey	242	2,824	2,824
001-3301-576.47-03	Utility-Natural Gas	4,718	7,869	7,869
001-3301-576.47-07	Utility-Solid Waste	5,822	4,900	4,900
001-3301-576.48-01	Rep & Maint-Equipment	-	1,580	1,580
001-3301-576.48-03	Rep & Maint-Facilities	1,701	-	22,700
001-3301-576.49-06	Maintenance Contracts	2,809	2,909	2,909
001-3301-576.49-10	Uniform Contract/Cleaning	-	300	300
001-3301-576.49-23	Custodial	6,358	8,753	8,753
001-3301-576.49-25	Assessments/Taxes	17	181	181
001-3301-576.49-28	Misc - Disposal Fees	25	-	-
001-3301-576.49-35	CDL-Physicals/Licenses	977	958	958
<b>Total General Services</b>		<b>604,762</b>	<b>761,663</b>	<b>647,969</b>
<b>Utilities/Right of Way</b>				
001-3302-576.10-01	Salaries-Regular	213,626	233,221	261,108
001-3302-576.10-05	Salaries-Overtime	1,027	3,100	3,100
001-3302-576.10-06	Salaries-Part-Time	39,440	93,140	93,140

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Utilities/Right of Way-Continued</b>				
001-3302-576.20-01	Employer Paid Benefits	124,128	142,087	143,944
001-3302-576.31-01	Office & Operating Supply	38,693	43,750	43,750
001-3302-576.31-02	Small Tools & Equipment	110	1,675	1,675
001-3302-576.41-01	Prof. Svc-Other	3,716	5,468	5,468
001-3302-576.42-01	Telecommunications	4,228	3,250	3,250
001-3302-576.45-01	Equipment Rental	59,141	61,248	63,747
001-3302-576.45-05	Rentals-Other	8,980	8,000	8,000
001-3302-576.47-01	Utility-Electric	881	1,300	1,300
001-3302-576.47-02	Utility-City of Lacey	78,691	120,000	120,000
001-3302-576.48-01	Rep & Maint-Equipment	820	2,617	2,617
001-3302-576.48-15	Rep & Maint-Grounds	1,220	1,350	1,350
001-3302-576.49-28	Misc - Disposal Fees	18	-	-
<b>Total Utilities/Right of Way</b>		<b>574,719</b>	<b>720,206</b>	<b>752,449</b>
<b>Building/Structures/Grounds</b>				
001-3303-576.10-01	Salaries-Regular	480,840	468,404	530,041
001-3303-576.10-05	Salaries-Overtime	2,637	1,500	1,500
001-3303-576.10-06	Salaries-Part-Time	51,517	90,310	90,310
001-3303-576.20-01	Employer Paid Benefits	249,137	261,912	269,821
001-3303-576.31-01	Office & Operating Supply	65,675	65,470	65,470
001-3303-576.31-02	Small Tools & Equipment	1,187	5,323	5,323
001-3303-576.31-29	Supplies-Ground Maint	12,010	12,000	12,000
001-3303-576.34-01	Fuel	4,376	4,238	4,238
001-3303-576.41-01	Prof. Svc-Other	19,932	50,582	50,582
001-3303-576.42-01	Telecommunications	4,020	2,000	2,000
001-3303-576.45-01	Equipment Rental	198,208	205,269	213,644
001-3303-576.45-05	Rentals-Other	8,070	6,300	6,300
001-3303-576.46-02	Insurance-Fire/Property	5,352	7,452	6,476
001-3303-576.47-01	Utility-Electric	9,529	14,000	14,000
001-3303-576.47-02	Utility-City of Lacey	113,781	125,000	125,000
001-3303-576.48-01	Rep & Maint-Equipment	1,354	4,000	4,000
001-3303-576.48-03	Rep & Maint-Facilities	-	10,512	512
001-3303-576.49-28	Misc - Disposal Fees	131	-	-
<b>Total Building/Structures/Grounds</b>		<b>1,227,756</b>	<b>1,334,272</b>	<b>1,401,217</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Rainier Vista Park</b>				
001-3304-576.10-01	Salaries-Regular	98,314	110,963	117,369
001-3304-576.10-05	Salaries-Overtime	974	1,000	1,000
001-3304-576.10-06	Salaries-Part-Time	31,307	53,071	53,071
001-3304-576.20-01	Employer Paid Benefits	45,177	55,062	53,938
001-3304-576.31-01	Office & Operating Supply	20,213	45,310	45,310
001-3304-576.31-02	Small Tools & Equipment	-	1,350	1,350
001-3304-576.34-02	Diesel	3,867	14,000	14,000
001-3304-576.41-01	Prof. Svc-Other	337	596	596
001-3304-576.42-01	Telecommunications	3,451	3,500	3,500
001-3304-576.45-01	Equipment Rental	79,231	87,245	80,999
001-3304-576.45-02	IMS Rental	2,371	2,456	5,721
001-3304-576.46-02	Insurance-Fire/Property	1,863	2,593	2,491
001-3304-576.47-01	Utility-Electric	8,681	6,500	6,500
001-3304-576.47-02	Utility-City of Lacey	71,793	80,000	80,000
001-3304-576.47-07	Utility-Solid Waste	6,379	5,700	5,700
001-3304-576.48-01	Rep & Maint-Equipment	844	950	950
001-3304-576.48-03	Rep & Maint-Facilities	284	450	450
001-3304-576.49-23	Custodial	-	240	240
<b>Total Rainier Vista Park</b>		<b>375,086</b>	<b>470,986</b>	<b>473,185</b>
<b>Total Public Works Parks Maintenance Division</b>		<b>2,782,323</b>	<b>3,287,127</b>	<b>3,274,820</b>

**PUBLIC WORKS-FACILITIES MAINTENANCE**

The Public Works Facilities Maintenance Division is responsible for the maintenance of over 175,000 square feet of occupied buildings, including City Hall, Lacey Timberland Library, Lacey Museum, Lacey Depot Amenity, Maintenance Service Center, Equipment Rental, Jacob Smith House, Community Center, Senior Center, Lacey Childcare Center, and Animal Services. Support is also provided to the Water and Wastewater divisions on an as needed basis, with over 74 water/wastewater facilities. Facilities Maintenance also assists the Parks division by maintaining 15 picnic shelters, 13 bathroom buildings, and 5 maintenance shops located throughout the parks system.

**BUDGET SUMMARY**

The Facilities Maintenance Division is organized into one budget program under the umbrella of the General Fund. Funding for work in Water and Wastewater is provided through the applicable utility on as needed basis.

The total 2022 budget is **\$934,972**. The department is staffed by a Senior Maintenance Technician, and two Journey Level Maintenance Technicians.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to emphasize and provide quick work order response times to our customers.
- Conduct a city-wide facilities condition assessment.
- Review asset management programs.
- Replace aging elevator car at City Hall.
- Upgrade commercial lighting to LED at several buildings.
- Replace cedar shake roof at the historic Jacob Smith house

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Facilities Maintenance Division</b>				
<b>Facilities Maintenance</b>				
001-3601-519.10-01	Salaries-Regular	209,859	233,252	244,697
001-3601-519.10-05	Salaries-Overtime	1,188	1,000	1,000
001-3601-519.20-01	Employer Paid Benefits	115,332	139,471	140,259
001-3601-519.20-03	Unemployment Compensation	-	600	600
001-3601-519.31-17	Supplies-Uniform Purchase	1,816	1,500	1,500
001-3601-519.31-23	Supplies-Building Maint.	21,577	20,000	20,000
001-3601-519.31-24	Small Tools & Equip-Grnds	-	400	400
001-3601-519.31-29	Supplies-Grounds Maint.	2,452	3,930	3,930
001-3601-519.41-31	Prof. Svc-Building Maint.	4,536	6,870	6,870
001-3601-519.41-39	Prof. Svc-Tree Evaluation	-	585	585
001-3601-519.42-01	Telecommunications	1,708	1,750	1,750
001-3601-519.43-01	Transportation/Per Diem	-	1,400	1,400
001-3601-519.43-03	Registrations	195	1,595	1,595
001-3601-519.45-01	Equipment Rental	8,510	7,920	5,816
001-3601-519.45-02	IMS Rental	2,657	2,706	7,715
001-3601-519.48-03	Rep & Maint-Facilities	17,427	78,500	220,000
001-3601-519.48-10	Rep & Maint-Equip-Grnds	1,238	2,200	2,200
001-3601-519.49-06	Maintenance Contracts	35,509	40,610	40,610
001-3601-519.49-10	Uniform Contract/Cleaning	-	950	950
001-3601-519.49-23	Custodial	99,280	106,920	106,920
001-3601-572.31-23	Supplies-Building Maint.	6,476	5,385	37,885
001-3601-572.31-24	Small Tools & Equip-Grnds	-	503	503
001-3601-572.31-29	Supplies-Grounds Maint.	102	2,184	2,184
001-3601-572.41-01	Prof. Svc-Other	-	3,420	3,420
001-3601-572.41-31	Prof. Svc-Building Maint.	318	12,964	12,964
001-3601-572.48-03	Rep & Maint-Facilities	10,839	16,521	16,521
001-3601-572.48-10	Rep & Maint-Equip-Grnds	-	130	130
001-3601-572.49-06	Maintenance Contracts	18,571	22,220	22,220
001-3601-572.49-23	Custodial	23,412	30,348	30,348
<b>Total Public Works Facilities Maintenance</b>		<b>583,002</b>	<b>745,834</b>	<b>934,972</b>

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

The Department of Community and Economic Development is responsible for planning and implementation of plans, developing and implementing economic strategies, construction code compliance services, housing and homeless response strategies, and climate action planning initiatives. The Department's mission is to help the Community shape its vision and then implement that vision by ensuring the highest quality of development and construction, enable a robust local economy, and provide citizens with timely and accurate assistance concerning City regulations, goals and policies.

The major divisions in the Department include Building and Code Enforcement, Long Range Planning, Current Planning, Economic Development. The Department also provides support services to the Hearings Examiner and Planning Commission. Department services are provided by 19 full-time employee positions.

The Building and Code Enforcement Team assures compliance with construction, fire safety, electrical, and plumbing codes. This team also coordinates with other City departments to assure that land use, environmental, construction, stormwater, property management, housing, and grading regulations are met.

The Department's economic development focus is to facilitate a sustainable and robust local economy. This team serves to develop, update and implement economic development programs that improve economic conditions within the City. The economic development team provides various services including demographic, market data, and site selection assistance to businesses interested in locating or expanding in the Lacey area. This team provides resources in order to link businesses and entrepreneurs to employment, workforce training, and financial assistance providers. Additionally, economic development staff are responsible for coordinating the implementation of the City's economic plan and being a resource for property owners, brokers, and businesses and well as coordinating economic recruitment and retention strategies with Thurston Economic Development Council and the Lacey development community.

The Long-Range Planning team, in conjunction with the Planning Commission, the City Council, and City Administration, develops and administers long range plans to achieve the growth and development goals of the City and the State Growth Management Act. This team is responsible for administering public outreach efforts as required by the Growth Management Act and part of Lacey's culture of inclusion. Long Range Planning is dedicated primarily to drafting public land use policy, ensuring compliance with the State Growth Management Act, and fostering inter-jurisdictional planning efforts. Due to recent and ongoing legislative and administrative actions at the State level, amendments to the City's Plan's and development regulations need constant analysis in order to be kept up-to-date.

Current Planning staff coordinates the review of land use applications and related development permits to ensure compliance with federal, state and City guidelines and regulations. The team ensures that internal and external stakeholders have an opportunity to ensure development projects are high quality, and that public comments are heard and included in decisions, when supported by City policy. A strong connection between development and the City's economic development policies require that the current planning team closely monitor the relationship between development permits and economic growth.

The Hearings Examiner provides an official quasi-judicial review and an objective hearing process to respond to individual applications for land use permits, administrative interpretations, wetland permits, shoreline permits, and appeals.

As the majority of the City's undeveloped available land supply has been developed, residential permitting activity has transitioned from predominately single family to high density multifamily. Industrial activity over the previous year amounted to 3.2 million square feet of industrial space being permitted as large footprint distribution warehousing. This activity consumed much of the City's remaining available land base that could accommodate large footprint warehousing. Industrial permitting is expected to remain the same in permit volume but be in the form of smaller industrial spaces. Commercial and retail permitting activity is expected to remain consistent with activity in 2021. Commercial expansion will be driven by market dynamics and property owner investments. Overall, the Department anticipates 2022 permitting activity to remain steady and consistent. Based on a growing population, service demands will continue to increase overall in response to citizen inquiries, interest, engagement and response to policy initiatives and project applications and development.

In addition to policy and permitting, Department staff frequently manage strategic implementation projects at the direction of the City Manager and Council for specific City initiatives. The Department will have a stronger focus on implementation as opposed to policy development in 2022. Key project priorities include the implementation of the Thurston Regional Climate Action plan, Urban Forestry Plan and Lacey Housing Action Plan adopted in 2021. Continued implementation of

the Woodland District Strategic Plan, Midtown Branding program, the Depot District Sub-Area Plan and the recommendations of the community workgroup on homelessness. Key economic development priorities will be focused on business retention, expansion and support programs, workforce development, cultivating entrepreneurs and the recruitment of employers and expansion of commercial, retail and entertainment.

### **BUDGET SUMMARY**

The 2022 budget for Community and Economic Development is **\$3,704,246**. The Department has generally been able to fund all expenses from permit and fee revenues assessed for City services. Due to the economic downturn, revenues from permits have been reduced. As the economy improves, it is anticipated that permit fees will also increase proportionately.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to implement the recommended strategies identified in the Woodland District Strategic Plan.
- Implement the City's Housing Action Plan Strategy
- Work with property owners to develop partnerships and identify strategies and resources to implement the community vision for the Hawks Prairie Business District.
- Work with partner jurisdictions and represent the City in the development of the Martin Way Corridor Plan.
- Implement the Woodland District Branding Strategy
- Implement the vision of the Depot Sub-area plan through City initiated projects such as food truck courts, pop up market, etc.
- Promote and implement the City's accessory dwelling unit program.
- Coordinate and facilitate the Lacey Community Workgroup on Homelessness and implement homeless response measures recommended by the workgroup and adopted by the City Council
- Provided staff support to the Regional Housing Council (RHC) and participated in the technical staff committee to develop recommendations and implement measures approved by the RHC.
- Develop and manage City's climate action implementation strategy.
- Maintain ongoing monitoring of comprehensive plan and amend as necessary through annual process, and monitor success of regulatory reform efforts.
- Continue economic development efforts, especially as related industrial and retail recruitment, business retention and timely development permit processing.
- Implement the Economic Development Plan and economic development strategies to create jobs and revenue to serve the Lacey Community.
- Continue to work with local partners to implement fundraising and promotion strategies to manage and grow the Lacey Maker Space to be a community and economic asset located on the Saint Martin's University Campus.
- Represent the City on the Lacey MakerSpace Board
- Coordinate with the Thurston Economic Development Council on the development of a County-wide Comprehensive Economic Development Strategy (CEDS).
- Develop partnerships to enhance existing and develop new workforce training programs to grow the local labor pool and ensure they can meet the workforce needs of today and the future.
- Manage and implement the City's business, retention and expansion program.
- Respond to State Mandated land use, and environmental update requirements.
- Coordinate, conduct and provide fire services, inspection and education.
- Maintain customer service levels and efficiencies through training programs.
- Maintain timely plan review and inspection level of service.
- Work with property owners to maintain code compliance and property maintenance standards.
- Manage and promote the City's multi-family registration program
- Implement and maintain new permit tracking system and new Geographical Information Services.
- Maintain Department's standards for building and land use permit and customer response level of service



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Community and Economic Development</b>				
<b>General Services</b>				
001-3701-518.63-00	Grants, Asst & Other Dist	194,050	-	-
001-3701-558.10-01	Salaries-Regular	759,143	903,017	998,043
001-3701-558.10-05	Salaries-Overtime	756	5,000	5,000
001-3701-558.20-01	Employer Paid Benefits	286,542	373,169	393,323
001-3701-558.31-01	Office & Operating Supply	1,447	6,188	6,188
001-3701-558.31-02	Small Tools & Equipment	-	2,700	2,700
001-3701-558.41-01	Prof. Svc-Other	6,031	132,000	32,000
001-3701-558.41-12	Special Needs Interpreter	-	500	500
001-3701-558.41-24	Tree Protection Specialist	33,281	40,000	40,000
001-3701-558.42-01	Communications-Telephone	1,653	850	850
001-3701-558.43-01	Transportation/Per Diem	2,282	23,075	23,075
001-3701-558.43-02	Dues, Subscriptions, Publ	4,942	3,375	3,375
001-3701-558.43-03	Registrations	4,411	12,650	12,650
001-3701-558.44-05	Adv/Public Hearings	9,925	14,000	14,000
001-3701-558.45-02	IMS Rental	116,511	147,342	180,903
001-3701-558.49-02	Printing & Binding	-	4,000	4,000
001-3701-558.49-06	Maintenance Contracts	712	500	500
001-3701-558.49-20	Special Projects	78,341	502,352	280,000
001-3701-558.49-30	Software Maintenance	1,719	-	-
001-3701-558.70-00	Economic Development	-	200,000	300,000
001-3701-558.76-01	Lease Expense	35,064	-	-
<b>Total General Services</b>		<b>1,536,810</b>	<b>2,370,718</b>	<b>2,297,107</b>
<b>Building Codes</b>				
001-3702-524.10-01	Salaries-Regular	805,200	840,064	799,928
001-3702-524.10-05	Salaries-Overtime	2,650	13,000	13,000
001-3702-524.10-06	Salaries-Part-Time	-	6,200	6,200
001-3702-524.20-01	Employer Paid Benefits	343,619	385,091	327,987
001-3702-524.31-01	Office & Operating Supply	16,132	26,000	26,000
001-3702-524.31-02	Small Tools	-	3,840	-
001-3702-524.41-01	Prof. Svc-Other	18,952	55,000	55,000
001-3702-524.41-35	Prof Svc-Hazard Abatement	-	5,000	5,000
001-3702-524.42-01	Telecommunications	7,132	10,000	10,000
001-3702-524.43-01	Transportation/Per Diem	-	5,714	5,714
001-3702-524.43-02	Dues, Subscriptions, Publ	1,566	13,389	13,389

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Community and Economic Development</b>				
<b>Building Codes-Continued</b>				
001-3702-524.43-03	Registrations	20	5,143	5,143
001-3702-524.45-01	Equipment Rental	29,992	27,340	24,329
001-3702-524.49-02	Printing & Binding	24	800	800
<b>Total Building Codes</b>		<b>1,225,287</b>	<b>1,396,581</b>	<b>1,292,490</b>
<b>Hearings Examiner</b>				
001-3703-558.10-01	Salaries-Regular	49,977	51,107	54,054
001-3703-558.10-05	Salaries-Overtime	-	500	500
001-3703-558.20-01	Employer Paid Benefits	18,086	20,792	20,095
001-3703-558.31-01	Office & Operating Supply	-	2,500	2,500
001-3703-558.41-10	Prof/Hearings Examiner	33,435	36,000	36,000
001-3703-558.44-05	Adv/Public Hearings	-	1,500	1,500
<b>Total Hearings Examiner</b>		<b>101,498</b>	<b>112,399</b>	<b>114,649</b>
<b>Total Community and Economic Development</b>		<b>2,863,595</b>	<b>3,879,698</b>	<b>3,704,246</b>

## **PUBLIC WORKS-WATER RESOURCES**

The Water Resources Division of the Public Works Department provides a variety of technical, engineering and professional services relating to the water, wastewater, reclaimed water, and stormwater utilities. These services include planning, regulatory compliance, community education/outreach, design and capital facilities programming, comprehensive review of developer utility projects, and broad oversight within the utilities. The Water Resources Division draws upon resources both within and outside of the City to provide cross-departmental services throughout the City. The Water Resources Division services are provided by 11 FTE's.

Water Resources is leading the City's efforts in a myriad of resource management issues, including: watershed planning, water right management, wastewater reduction, stormwater management, water conservation, water reuse, and ground/surface water quality monitoring and protection. The Water Resource staff manages programs for cross-connection control, customer response, well-head protection, distribution system monitoring, volunteer programs, and Stream Team; and works with South Sound Green. Staff also participates with other local, state and federal agencies for regulatory issues, including wetland protection, water quality standards, permits, and environmental program evaluation. Additionally, Water Resources is the lead agency within the City for salmon recovery efforts. Water Resources also provides engineering design/troubleshooting for the water, wastewater and stormwater utilities' comprehensive planning, capital projects and operational strategies.

### **BUDGET SUMMARY**

Implementing sound management practices and enhancing service to both internal and external customers remain the foremost goals of the Water Resources Division for 2022. In addition, Water Resources will emphasize and enhance our cross-connection control efforts to minimize exposure to system contamination. The total budget for Water Resources is **\$1,900,084**.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Implement the programmatic requirements of NPDES Phase II, including code updates.
- Follow progress with the two Shellfish Protection Districts and participate as appropriate
- Identify and pursue property acquisitions and grant funding to address stormwater treatment requirements.
- Replace aging water and wastewater infrastructure.
- Develop the Reclaimed Water Utility including support facilities necessary to serve the Gateway Project, Regional Athletic Complex, and future water right mitigation efforts.
- Continue water rights mitigation efforts in the Woodland Creek and Deschutes River basins

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Water Resources Division</b>				
<b>General Services</b>				
001-3801-532.10-01	Salaries-Regular	191,174	198,253	237,414
001-3801-532.10-05	Salaries-Overtime	509	-	-
001-3801-532.10-06	Salaries-Part-Time	16	-	-
001-3801-532.20-01	Employer Paid Benefits	77,942	81,423	83,990
001-3801-532.20-03	Unemployment Compensation	2,197	-	-
001-3801-532.31-01	Office & Operating Supply	1,516	8,000	9,350
001-3801-532.31-02	Small Tools & Equipment	1,815	5,000	5,000
001-3801-532.31-17	Supplies-Uniform Purchase	446	750	750
001-3801-532.41-01	Prof. Svc-Other	-	1,500	1,500
001-3801-532.42-01	Telecommunications	3,871	4,250	4,250
001-3801-532.42-02	Communications-Postage	-	500	500
001-3801-532.43-01	Transportation/Per Diem	6	5,000	5,000
001-3801-532.43-02	Dues, Subscriptions, Publ	4,187	5,400	5,850
001-3801-532.43-03	Registrations	779	13,950	22,830
001-3801-532.45-01	Equipment Rental	14,113	13,743	10,450
001-3801-532.45-02	IMS Rental	39,200	41,529	65,013
001-3801-532.48-01	Rep & Maint-Equipment	-	350	350
001-3801-532.49-02	Printing & Binding	-	500	500
001-3801-532.49-03	Recording Fees	-	300	300
001-3801-532.49-30	Software Maintenance	20,104	23,200	36,750
001-3801-532.49-35	CDL-Physicals/Licenses	103	-	-
<b>Total General Services</b>		<b>357,978</b>	<b>403,648</b>	<b>489,797</b>
<b>Water Utility</b>				
001-3803-532.10-01	Salaries-Regular	225,616	270,270	248,728
001-3803-532.10-05	Salaries-Overtime	841	5,200	5,200
001-3803-532.10-06	Salaries-Part-Time	17,607	20,580	20,580
001-3803-532.20-01	Employer Paid Benefits	97,793	125,324	96,799
<b>Total Water Utility</b>		<b>341,857</b>	<b>421,374</b>	<b>371,307</b>
<b>Wastewater Utility</b>				
001-3804-532.10-01	Salaries-Regular	72,164	79,905	80,340
001-3804-532.10-05	Salaries-Overtime	843	500	500
001-3804-532.10-06	Salaries-Part-Time	907	7,500	7,500
001-3804-532.20-01	Employer Paid Benefits	31,707	37,053	31,674
<b>Total Wastewater Utility</b>		<b>105,621</b>	<b>124,958</b>	<b>120,014</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Water Resources Division</b>				
<b>Stormwater Utility</b>				
001-3805-532.10-01	Salaries-Regular	170,654	199,298	275,922
001-3805-532.10-05	Salaries-Overtime	317	3,000	3,000
001-3805-532.10-06	Salaries-Part-Time	-	2,000	2,000
001-3805-532.20-01	Employer Paid Benefits	64,048	88,510	100,819
<b>Total Stormwater Utility</b>		<b>235,019</b>	<b>292,808</b>	<b>381,741</b>
<b>Water Resources Projects</b>				
001-3806-532.10-01	Salaries-Regular	233,495	204,342	383,310
001-3806-532.10-05	Salaries-Overtime	21,176	500	500
001-3806-532.10-06	Salaries-Part-Time	1,066	7,500	7,500
001-3806-532.20-01	Employer Paid Benefits	99,950	88,542	145,915
<b>Total Water Resources Projects</b>		<b>355,687</b>	<b>300,884</b>	<b>537,225</b>
<b>Total Public Works Water Resources Division</b>		<b>1,396,162</b>	<b>1,543,672</b>	<b>1,900,084</b>



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## **PARKS AND RECREATION**

The mission of the City of Lacey Parks, Culture and Recreation Department is to enhance our community with parks, trails, open space and natural habitat areas, and to provide Lacey's residents with the best possible recreational opportunities through its facilities, services, and programs. The Department plans City parks, trails, open space, and natural habitat areas to meet current and future community needs. Parks, Culture and Recreation full time staff include the Director, one Recreation Manager, one Executive Assistant, two Department Assistants, five Recreation Supervisors, four Recreation Coordinators, one Recreation Assistant at the Lacey Community Center, one Park Aide at the RAC, and one Museum Curator. In addition, there are many seasonal part-time employees.

### **BUDGET SUMMARY**

The Parks, Culture and Recreation Department budget is organized into ten programs.

- General Services
- Youth/Teens
- Recreation Administration
- Aquatics
- Physical Activities/Sports
- Cultural Arts and Events
- Outdoor Activities
- Fitness
- Special Events/Activities
- Museum Operations

The total 2022 budget for Parks, Culture and Recreation is **\$3,275,363**. The direct cost of most recreation programs and classes is typically recovered through user fees with the exception of the Long Lake Park lifeguards, some special events, and the Summer Playground Pals Program. A challenge again for 2022 as in 2021 is not knowing the impact the COVID-19 public health crisis will have on the ability to run certain programs.

Many of the City's programs and indoor activities are possible and cost effective due to the use of school facilities under the long standing Joint Use Agreement between Lacey and North Thurston Public Schools.

The City does not offer its own specialized recreation program, but contributes financial support, as do the cities of Olympia and Tumwater, to Thurston County to manage a county-wide program.

The City does not offer its own senior programs, but contributes the facility and financial support to Senior Services of South Sound, which provide a broad range of programs at the Virgil S. Clarkson Senior Center.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- General Services: Continue to develop performance measures for the department, further develop the department's leadership team, and plan ahead for Recreation & Conservation Office grant opportunities for the next cycle. Consider changes to the department due to the COVID-19 public health crisis, based on community need. Consider part time staff recruitment and retention challenges due to the pandemic.
- Youth/Teens: Continue the community and grant-supported summer playground program, pursue increased volunteer solicitation, and pursue preschool programs. Enhance community engagement.
- Recreation Administration: Expand marketing of programs and activities.
- Aquatics: Increase variety of programs for community interest, such as swim camps, youth triathlon, and family swim nights. Continue making improvements to the Long Lake Park swim area. Enhance community engagement.
- Physical Activities/Sports: Increase youth and adult participation by offering new and additional classes/program/leagues. Continue to develop a reporting structure for Sports Commission happenings and zip code tracking for athletic events. Enhance community engagement.
- Cultural Arts and Events: Audit program offerings to meet community needs and interests. Enhance community engagement.
- Outdoor Activities: Offer new outdoor programs targeted to seniors, families, and teens depending on COVID-19 restrictions. Enhance community engagement.



- Fitness: Continue to research new locations to expand and offer classes. Enhance community engagement
- Special Events/Activities: Expand visibility with more advertising; enhance year-round special events with new activities and features to attract more participants. Assist with new Sponsorship Program. Continue to transition Lacey Spring Fun Fair from Lacey Community Events non-profit to City staff. . Oversee department Grand Opening events. Enhance community engagement.
- Museum Operations: Continue inventory and entry of the museum collection into the database, and engage in Heritage Capital Grant projects.. Work in cooperation with the Historical Commission to further develop programming and planning for the Lacey Depot and New Museum projects. Continue to refine the new museum strategic plan which includes a funding strategy. Facilitate another traveling exhibit, and introduce new educational programming at the current museum. Enhance community engagement.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>General Services</b>				
001-7401-574.10-01	Salaries-Regular	157,074	226,337	230,106
001-7401-574.10-05	Salaries-Overtime	14	-	-
001-7401-574.20-01	Employer Paid Benefits	52,714	106,327	96,873
001-7401-574.31-01	Office & Operating Supply	174	17,750	2,750
001-7401-574.31-02	Small Tools & Equipment	574	1,000	1,000
001-7401-574.35-35	Replaced Equipment	816	10,000	10,000
001-7401-574.41-01	Prof. Svc-Other	47,309	223,220	123,220
001-7401-574.43-01	Transportation/Per Diem	-	3,800	3,800
001-7401-574.43-02	Dues, Subscriptions, Publ	1,250	1,177	1,250
001-7401-574.43-03	Registrations	-	1,200	1,200
001-7401-574.45-01	Equipment Rental	4,384	3,480	2,752
001-7401-574.45-02	IMS Rental	12,816	15,228	25,136
001-7401-574.48-01	Rep & Maint-Equipment	-	200	100
001-7401-574.49-06	Maintenance Contracts	370	-	-
001-7401-574.49-25	Assessments/Taxes	21,180	19,178	19,178
001-7401-574.49-30	Software Maintenance	21,350	24,593	26,624
<b>Total General Services</b>		<b>320,025</b>	<b>653,490</b>	<b>543,989</b>
<b>Youth/Teens</b>				
001-7402-574.10-01	Salaries-Regular	125,966	135,638	139,100
001-7402-574.10-05	Salaries-Overtime	1,369	2,500	2,500
001-7402-574.10-06	Salaries-Part-Time	37,580	159,950	159,950
001-7402-574.20-01	Employer Paid Benefits	58,664	66,172	79,096
001-7402-574.20-03	Unemployment Compensation	1,811	-	-
001-7402-574.31-01	Office & Operating Supply	2,043	15,365	15,365
001-7402-574.31-02	Small Tools & Equipment	62	4,950	4,950
001-7402-574.41-11	Prof. Svc-Recreational	10,101	72,000	72,000
001-7402-574.45-06	Rentals-School Facilities	1,316	5,500	5,500
001-7402-574.49-02	Printing & Binding	-	880	880
<b>Total Youth/Teens</b>		<b>238,912</b>	<b>462,955</b>	<b>479,341</b>
<b>Recreation Administration</b>				
001-7403-574.10-01	Salaries-Regular	182,021	164,612	172,515
001-7403-574.10-05	Salaries-Overtime	134	2,000	2,000
001-7403-574.10-06	Salaries-Part-Time	441	9,369	9,369
001-7403-574.20-01	Employer Paid Benefits	76,164	79,995	74,266

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Recreation Administration-Continued</b>				
001-7403-574.31-01	Office & Operating Supply	3,037	6,500	6,500
001-7403-574.31-02	Small Tools & Equipment	365	500	500
001-7403-574.31-17	Supplies-Uniform Purchase	-	250	250
001-7403-574.41-01	Prof. Svc-Other	745	4,600	2,100
001-7403-574.41-37	Prof Svc-Sunshine Program	8,377	8,377	8,377
001-7403-574.42-01	Telecommunications	10,761	13,500	13,500
001-7403-574.42-03	Communications-Recreation	15,807	46,495	46,495
001-7403-574.43-01	Transportation/Per Diem	-	6,000	6,000
001-7403-574.43-02	Dues, Subscriptions, Publ	400	875	1,300
001-7403-574.43-03	Registrations	197	6,000	6,000
001-7403-574.45-01	Equipment Rental	36,863	29,266	23,141
001-7403-574.45-02	IMS Rental	37,711	44,809	73,964
001-7403-574.49-02	Printing & Binding	468	2,700	2,200
001-7403-574.49-06	Maintenance Contracts	10,456	20,000	20,000
001-7403-574.49-25	Assessments/Taxes	3,397	17,000	17,000
001-7403-574.49-58	Misc-Scholarships	373	6,678	6,678
<b>Total Recreation Administration</b>		<b>387,717</b>	<b>469,526</b>	<b>492,155</b>
<b>Aquatics</b>				
001-7404-574.10-01	Salaries-Regular	149,836	153,940	162,071
001-7404-574.10-05	Salaries-Overtime	6,742	2,500	12,500
001-7404-574.10-06	Salaries-Part-Time	44,523	260,000	250,000
001-7404-574.20-01	Employer Paid Benefits	61,701	60,475	57,764
001-7404-574.20-03	Unemployment Compensation	1,992	-	-
001-7404-574.31-01	Office & Operating Supply	3,482	8,500	8,500
001-7404-574.31-02	Small Tools & Equipment	4,417	5,650	5,650
001-7404-574.41-11	Prof. Svc-Recreational	3,200	4,500	2,500
001-7404-574.42-01	Telecommunications	1,746	720	2,000
001-7404-574.43-01	Transportation/Per Diem	-	200	200
001-7404-574.43-03	Registrations	38	200	200
001-7404-574.45-09	North Thurston Pool Agree	73,960	105,000	105,000
001-7404-574.49-02	Printing & Binding	304	2,500	2,500
001-7404-574.49-28	Misc - Disposal Fees	52	-	-
<b>Total Aquatics</b>		<b>351,993</b>	<b>604,185</b>	<b>608,885</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Physical Activities</b>				
001-7405-574.10-01	Salaries-Regular	76,848	79,867	85,415
001-7405-574.10-05	Salaries-Overtime	-	1,100	1,100
001-7405-574.10-06	Salaries-Part-Time	10,563	65,000	65,000
001-7405-574.20-01	Employer Paid Benefits	30,668	32,398	33,171
001-7405-574.20-03	Unemployment Compensation	365	-	-
001-7405-574.31-01	Office & Operating Supply	1,566	16,350	16,350
001-7405-574.31-02	Small Tools & Equipment	-	5,900	5,900
001-7405-574.41-11	Prof. Svc-Recreational	16,730	72,000	72,000
001-7405-574.45-05	Rentals-Other	5,827	20,000	20,000
001-7405-574.45-06	Rentals-School Facilities	3,182	46,000	46,000
001-7405-574.48-01	Rep & Maint-Equipment	-	600	600
001-7405-574.49-02	Printing & Binding	-	4,850	4,850
<b>Total Physical Activities</b>		<b>145,749</b>	<b>344,065</b>	<b>350,386</b>
<b>Cultural Arts and Education</b>				
001-7406-574.10-01	Salaries-Regular	24,572	24,737	26,753
001-7406-574.10-06	Salaries-Part-Time	3,441	15,600	15,600
001-7406-574.20-01	Employer Paid Benefits	13,492	14,936	14,575
001-7406-574.31-01	Office & Operating Supply	1,050	2,820	2,820
001-7406-574.31-02	Small Tools & Equipment	-	1,000	1,000
001-7406-574.41-11	Prof. Svc-Recreational	8,738	40,000	40,000
001-7406-574.45-05	Rentals-Other	-	5,000	5,000
001-7406-574.45-06	Rentals-School Facilities	-	500	500
<b>Total Cultural Arts and Education</b>		<b>51,293</b>	<b>104,593</b>	<b>106,248</b>
<b>Outdoor Activities</b>				
001-7407-574.10-01	Salaries-Regular	20,681	23,156	5,478
001-7407-574.10-05	Salaries-Overtime	340	200	200
001-7407-574.10-06	Salaries-Part-Time	1,663	12,780	12,780
001-7407-574.20-01	Employer Paid Benefits	6,671	8,583	1,904
001-7407-574.20-03	Unemployment Compensation	-	100	100
001-7407-574.31-01	Office & Operating Supply	279	2,840	2,840
001-7407-574.31-02	Small Tools & Equipment	-	300	300
001-7407-574.41-01	Prof. Svc-Other	165	-	-
001-7407-574.41-11	Prof. Svc-Recreational	5,846	18,305	18,305
<b>Total Outdoor Activities</b>		<b>35,645</b>	<b>66,264</b>	<b>41,907</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Fitness</b>				
001-7408-574.10-01	Salaries-Regular	5,639	5,819	6,170
001-7408-574.10-05	Salaries-Overtime	-	105	105
001-7408-574.10-06	Salaries-Part-Time	127	5,609	5,609
001-7408-574.20-01	Employer Paid Benefits	2,054	2,285	2,291
001-7408-574.31-01	Office & Operating Supply	-	200	200
001-7408-574.31-02	Small Tools & Equipment	-	1,700	1,700
001-7408-574.41-01	Prof. Svc-Other	-	1,350	1,350
001-7408-574.41-11	Prof. Svc-Recreational	3,778	10,000	10,000
001-7408-574.45-05	Rentals-Other	-	1,900	1,900
001-7408-574.45-06	Rentals-School Facilities	-	500	500
<b>Total Fitness</b>		<b>11,598</b>	<b>29,468</b>	<b>29,825</b>
<b>Special Events</b>				
001-7409-574.10-01	Salaries-Regular	162,748	167,630	177,588
001-7409-574.10-05	Salaries-Overtime	439	-	-
001-7409-574.10-06	Salaries-Part-Time	2,427	20,560	20,560
001-7409-574.20-01	Employer Paid Benefits	66,279	75,384	72,226
001-7409-574.20-03	Unemployment Compensation	818	-	-
001-7409-574.31-01	Office & Operating Supply	4,966	17,000	17,000
001-7409-574.31-02	Small Tools & Equipment	127	3,000	3,000
001-7409-574.41-11	Prof. Svc-Recreational	4,772	97,800	102,300
001-7409-574.43-02	Dues, Subscriptions, Publ	125	-	-
001-7409-574.43-03	Registrations	50	-	-
001-7409-574.44-06	Promotion - Events	4,918	11,350	11,350
001-7409-574.45-05	Rentals-Other	-	33,200	33,200
001-7409-574.45-06	Rentals-School Facilities	-	200	200
001-7409-574.49-02	Printing & Binding	727	1,600	1,600
<b>Total Special Events</b>		<b>248,396</b>	<b>427,724</b>	<b>439,024</b>
<b>Museum Operation</b>				
001-7410-575.10-01	Salaries-Regular	75,935	79,401	86,068
001-7410-575.10-06	Salaries-Part-Time	19,879	16,000	16,000
001-7410-575.20-01	Employer Paid Benefits	51,011	46,413	44,534
001-7410-575.20-03	Unemployment Compensation	1,222	-	-
001-7410-575.31-01	Office & Operating Supply	1,249	4,400	4,400
001-7410-575.31-02	Small Tools & Equipment	1,516	1,282	1,282

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Museum Operation-Continued</b>				
001-7410-575.31-17	Supplies-Uniform Purchase	137	250	250
001-7410-575.31-23	Supplies-Building Maint.	725	-	-
001-7410-575.41-01	Prof. Svc-Other	450	2,300	2,300
001-7410-575.41-31	Prof. Svc-Building Maint.	-	300	300
001-7410-575.42-01	Telecommunications	3,932	2,500	2,500
001-7410-575.43-01	Transportation/Per Diem	-	100	100
001-7410-575.43-02	Dues, Subscriptions, Publ	261	850	850
001-7410-575.43-03	Registrations	-	250	250
001-7410-575.44-06	Promotions	-	500	500
001-7410-575.45-02	IMS Rental	9,408	9,673	14,500
001-7410-575.45-05	Rentals-Other	1,967	1,800	3,700
001-7410-575.46-02	Insurance-Fire/Property	349	486	370
001-7410-575.47-01	Utility-Electric	447	800	800
001-7410-575.47-02	Utility-City of Lacey	1,115	650	650
001-7410-575.47-03	Utility-Natural Gas	1,286	1,649	1,649
001-7410-575.49-02	Printing & Binding	6,189	300	300
001-7410-575.49-06	Maintenance Contracts	1,561	1,800	1,800
001-7410-575.49-30	Software Maintenance	557	500	500
<b>Total Museum Operation</b>		<b>179,196</b>	<b>172,204</b>	<b>183,603</b>
<b>Total Parks and Recreation</b>		<b>1,970,524</b>	<b>3,334,474</b>	<b>3,275,363</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Other Operating Expense</b>				
<b>Other Operating Expense</b>				
001-7501-508.90-00	Unassigned Funds	-	-	64,964
001-7501-597.02-01	Transfer Out 301 Fund	45,356	3,423,707	400,000
001-7501-597.02-05	Transfer Out 005 Fund	559,944	-	-
001-7501-597.10-03	Transfer Out 303 Fund	284,067	6,142	203,449
001-7501-597.10-04	Transfer Out-Util. Tax	3,114,975	3,057,486	3,587,411
001-7501-597.10-08	Transfer Out 007 Fund	-	200,000	200,000
001-7501-597.11-02	Transfer Out 302 Fund	1,110,038	147,081	500,000
001-7501-597.12-00	Transfer Out-WA Fireflow	999,248	844,949	935,978
001-7501-597.15-01	Transfer Out	-	40,000	-
<b>Total Other Operating Expenses</b>		<b>6,113,628</b>	<b>7,719,365</b>	<b>5,891,802</b>
<b>Total Current Expense Fund Expenditures</b>		<b>41,538,090</b>	<b>50,143,329</b>	<b>48,715,881</b>



**CRIMINAL JUSTICE FUND**

The Criminal Justice Fund was established in 1990 to account for the revenue and expenditures associated with special purpose public safety resources. State legislative action provided extra funding for criminal justice related activities with revenue coming from local option sales tax of .001 cents. Other funding comes from the Washington State criminal justice distributions.

**BUDGET SUMMARY**

The total budget for 2022 is **\$3,283,881**. This budget amount maintains the current level of staffing and services.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue the enhancement and support of the department's policing strategies and priorities

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Criminal Justice Fund - Revenues</i>				
<b>Revenues</b>				
003-0000-308.00-00	Estimated Beginning Cash	-	500,000	2,000,000
003-0000-313.70-00	Sales Tax-Crim/Justice	1,115,843	896,156	1,188,236
003-0000-336.06-21	Criminal Justice - Pop	16,384	17,460	19,173
003-0000-336.06-26	Special Programs	58,559	61,905	67,927
003-0000-336.06-51	DUI/Other Criminal Asst	7,847	-	-
003-0000-361.10-00	Investment Interest	19,439	9,750	8,082
003-0000-361.10-40	LGIP Earnings	4,281	1,639	365
003-0000-361.11-00	Interest Earnings	720	258	98
003-0000-361.32-00	Unrealized Gain(Loss)	15,159	-	-
003-0000-361.32-02	Reverse Prev Year Adj	(6,164)	-	-
<b>Total Criminal Justice Fund Revenues</b>		<b>1,232,068</b>	<b>1,487,168</b>	<b>3,283,881</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Criminal Justice Fund - Expenditures</i>				
<b>Police</b>				
<b>Investigation and Apprehension</b>				
003-2106-521.10-01	Salaries-Regular	442,591	662,716	1,218,234
003-2106-521.10-05	Salaries-Overtime	22,103	26,650	26,650
003-2106-521.20-01	Employer Paid Benefits	123,119	234,173	373,372
003-2106-521.31-01	Office & Operating Supply	-	4,725	4,725
003-2106-521.31-02	Small Tools & Equipment	-	4,100	4,100
003-2106-521.31-09	Supplies-Bike Patrol	-	2,000	2,000
003-2106-521.31-17	Supplies-Uniform Purchase	285	3,365	3,365
003-2106-521.41-01	Prof. Svc-Other	-	1,620	1,620
003-2106-521.45-01	Equipment Rental	32,537	42,249	44,245
003-2106-521.48-01	Rep & Maint-Equipment	-	500	500
003-2106-521.49-10	Uniform Contract/Cleaning	2,717	2,370	2,370
003-2106-521.49-30	Software Maintenance	-	2,700	2,700
003-2106-597.02-01	Transfer Out 301 Fund	-	500,000	1,600,000
<b>Total Criminal Justice Fund Expenditures</b>		<b>623,352</b>	<b>1,487,168</b>	<b>3,283,881</b>



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**COMMUNITY BUILDINGS FUND**

The Community Buildings Fund was established to manage revenues and expenditures directly related to operation of two of city's public facilities: the Lacey Community Center and Jacob Smith House. The Community Center opened for public use in 1996. The Jacob Smith House was acquired and renovated in 2003, and opened for public use in 2004.

Lacey's Senior Center was included in the fund in 2003, when it opened to public use. The Senior Center has been managed by Senior Services for South Sound since July 2003, under a contract that expired in 2013, and was renewed for another ten years. The City completed construction of a 5,344 square foot expansion to the Senior Center in April of 2013.

**BUDGET SUMMARY**

Twenty five years of operations at the Community Center and seventeen years of the Jacob Smith House have provided a solid foundation for examining maintenance and operation costs, and used to project potential revenue in 2022 for both the Community Center and the Jacob Smith House, however revenues have been significantly impacted by COVID-19.

Senior Services uses revenues from membership fees, grants, and fundraising activities to offset operating expenses. The City pays for utilities and insurance, plus routine maintenance and repair of the building and grounds.

For 2022 the operating budget will be **\$767,973**.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Review and update if necessary the Lacey Community Center and Jacob Smith House Policy and Procedures. Adapt to the changes and restrictions brought by COVID-19 public health crisis.
- Continue to update our Employee Manual to reflect our expectations and job responsibilities.
- Estimate life cycle repairs at the Lacey Community Center, Jacob Smith House, and Lacey Senior Center, and develop a program for repair and replacement to keep the building in good sound operating condition.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Buildings Fund - Revenues</i>				
<b>Revenues</b>				
005-0000-308.00-00	Estimated Beginning Cash	-	116,642	133,500
005-0000-311.10-00	Property Taxes-Current	452,423	340,844	480,753
005-0000-348.94-00	Parks & Recreation Serv.	-	4,000	4,000
005-0000-361.10-00	Investment Interest	13,504	6,932	3,492
005-0000-361.10-40	LGIP Earnings	2,757	1,034	158
005-0000-361.11-00	Interest Earnings	724	260	70
005-0000-361.32-00	Unrealized Gain(Loss)	6,705	-	-
005-0000-361.32-02	Reverse Prev Year Adj	(3,633)	-	-
005-0000-362.40-10	Lease - Parks	-	230,000	-
005-0000-362.40-19	Com Center Parks CivicRec	33,626	-	125,000
005-0000-362.40-20	Rentals - Jacob Smith Fac	-	42,500	-
005-0000-362.40-29	Jacob Smith ParksCivicRec	2,495	-	21,000
005-0000-397.00-00	Transfers In	559,944	108,215	-
<b>Total Community Buildings Fund Revenue</b>		<b>1,068,545</b>	<b>850,427</b>	<b>767,973</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Community Center</b>				
005-7601-508.90-00	Unassigned Funds	-	108,215	-
005-7601-575.10-01	Salaries-Regular	116,384	120,162	128,018
005-7601-575.10-06	Salaries-Part-Time	6,083	29,812	29,812
005-7601-575.20-01	Employer Paid Benefits	49,370	55,052	52,575
005-7601-575.20-03	Unemployment Compensation	3,374	-	-
005-7601-575.31-01	Office & Operating Supply	499	2,000	2,000
005-7601-575.31-02	Small Tools & Equipment	920	2,500	2,500
005-7601-575.31-17	Supplies-Uniform Purchase	-	600	600
005-7601-575.41-01	Prof. Svc-Other	8,365	12,400	12,400
005-7601-575.42-01	Telecommunications	3,280	5,000	4,000
005-7601-575.45-02	IMS Rental	5,881	6,173	7,102
005-7601-575.45-03	Copier Rental	739	500	750
005-7601-575.46-01	Insurance-Liability	5,674	6,072	6,525
005-7601-575.46-02	Insurance-Fire/Property	2,464	3,431	2,610
005-7601-575.46-06	AWC-L & I Pool	1,829	2,100	2,100
005-7601-575.47-01	Utility-Electric	7,303	15,500	15,500
005-7601-575.47-02	Utility-City of Lacey	10,823	10,500	10,500
005-7601-575.47-03	Utility-Natural Gas	3,748	8,500	8,500
005-7601-575.47-07	Utility-Solid Waste	2,988	15,000	15,000
005-7601-575.48-01	Rep & Maint-Equipment	-	1,000	1,000
005-7601-575.49-06	Maintenance Contracts	-	500	500
005-7601-575.49-23	Custodial	420	5,000	5,000
005-7601-575.49-25	Assessments/Taxes	901	3,600	3,600
<b>Total Community Center</b>		<b>231,045</b>	<b>413,617</b>	<b>310,592</b>
<b>Jacob Smith Facility</b>				
005-7602-575.10-01	Salaries-Regular	32,849	33,895	36,072
005-7602-575.10-06	Salaries-Part-Time	566	9,563	9,563
005-7602-575.20-01	Employer Paid Benefits	13,394	15,222	14,531
005-7602-575.31-01	Office & Operating Supply	87	1,250	1,250
005-7602-575.31-02	Small Tools & Equipment	1,033	1,500	1,500
005-7602-575.41-01	Prof. Svc-Other	6,133	8,650	8,650
005-7602-575.42-01	Telecommunications	1,355	2,500	2,500
005-7602-575.45-02	IMS Rental	3,228	3,422	1,954
005-7602-575.46-02	Insurance-Fire/Property	467	650	494
005-7602-575.47-01	Utility-Electric	969	2,000	2,000

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Jacob Smith Facility-Continued</b>				
005-7602-575.47-02	Utility-City of Lacey	6,670	7,250	7,250
005-7602-575.47-03	Utility-Natural Gas	1,027	2,000	2,000
005-7602-575.48-01	Rep & Maint-Equipment	-	400	400
005-7602-575.48-03	Rep & Maint-Facilities	-	500	500
005-7602-575.48-10	Rep & Maint-Equip-Grnds	-	1,000	1,000
005-7602-575.49-06	Maintenance Contracts	2,431	3,300	3,300
005-7602-575.49-23	Custodial	900	5,000	5,000
<b>Total Jacob Smith Facility</b>		<b>71,109</b>	<b>98,102</b>	<b>97,964</b>
<b>Senior Center</b>				
005-7603-555.31-01	Office & Operating Supply	-	600	600
005-7603-555.46-02	Insurance-Fire/Property	4,165	5,799	4,416
005-7603-555.47-01	Utility-Electric	9,017	16,000	16,000
005-7603-555.47-02	Utility-City of Lacey	1,499	2,200	2,200
005-7603-555.47-03	Utility-Natural Gas	3,681	4,500	4,500
005-7603-555.48-01	Rep & Maint-Equipment	-	1,250	1,250
005-7603-555.49-06	Maintenance Contracts	-	450	450
<b>Total Senior Center</b>		<b>18,362</b>	<b>30,799</b>	<b>29,416</b>
<b>Museum Building</b>				
005-7604-575.31-01	Office & Operating Supply	-	1,000	1,000
005-7604-575.31-23	Supplies-Building Maint.	58	-	-
005-7604-575.46-02	Insurance-Fire/Property	1,212	1,688	3,720
005-7604-575.47-01	Utility-Electric	3,007	7,500	7,500
005-7604-575.47-02	Utility-City of Lacey	7,558	1,500	1,500
005-7604-575.47-03	Utility-Natural Gas	2,224	3,000	3,000
005-7604-575.48-03	Rep & Maint-Facilities	10	2,500	2,500
005-7604-575.49-06	Maintenance Contracts	3,257	500	500
<b>Total Museum Building</b>		<b>17,326</b>	<b>17,688</b>	<b>19,720</b>
<b>Museum Complex</b>				
005-7606-575.31-01	Office & Operating Supply	-	1,000	1,000
005-7606-575.31-23	Supplies-Building Maint.	-	350	350
005-7606-575.41-31	Prof. Svc-Building Maint.	-	500	500
005-7606-575.47-01	Utility-Electric	-	960	960
005-7606-575.47-02	Utility-City of Lacey	-	900	900



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Museum Complex-Continued</b>				
005-7606-575.47-07	Utility-Solid Waste	-	840	840
005-7606-575.48-01	Rep & Maint-Equipment	-	100	100
005-7606-575.48-03	Rep & Maint-Facilities	-	6,500	6,500
005-7606-575.48-10	Rep & Maint-Equip-Grnds	-	700	700
<b>Total Museum Complex</b>		-	<b>11,850</b>	<b>11,850</b>
<b>Community Center Facility Maintenance</b>				
005-7611-575.31-23	Supplies-Building Maint.	5,241	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	911	1,000	1,000
005-7611-575.41-31	Prof. Svc-Building Maint.	1,481	5,100	5,100
005-7611-575.47-07	Utility-Solid Waste	13,360	-	-
005-7611-575.48-01	Rep & Maint-Equipment	-	103	103
005-7611-575.48-03	Rep & Maint-Facilities	624,895	4,750	4,750
005-7611-575.48-10	Rep & Maint-Equip-Grnds	88	200	200
005-7611-575.49-06	Maintenance Contracts	4,587	7,694	7,694
005-7611-575.49-23	Custodial	8,580	41,803	41,803
<b>Total Community Center Facility Maintenance</b>		<b>659,143</b>	<b>65,891</b>	<b>65,891</b>
<b>Jacob Smith Facility Maintenance</b>				
005-7612-575.31-23	Supplies-Building Maint.	1,614	875	69,875
005-7612-575.31-29	Supplies-Grounds Maint.	2,518	1,750	1,750
005-7612-575.41-31	Prof. Svc-Building Maint.	-	2,018	2,018
005-7612-575.41-39	Prof. Svc-Tree Evaluation	-	250	250
005-7612-575.48-01	Rep & Maint-Equipment	198	250	250
005-7612-575.48-03	Rep & Maint-Facilities	25,580	750	65,250
005-7612-575.48-10	Rep & Maint-Equip-Grnds	-	200	200
005-7612-575.49-06	Maintenance Contracts	1,362	3,780	3,780
<b>Total Jacob Smith Facility Maintenance</b>		<b>31,272</b>	<b>9,873</b>	<b>143,373</b>
<b>Senior Center Facility Maintenance</b>				
005-7613-555.31-23	Supplies-Building Maint.	3,195	1,126	1,126
005-7613-555.31-24	Small Tools & Equip-Bldg	251	200	200
005-7613-555.31-29	Supplies-Grounds Maint.	1,181	1,000	1,000
005-7613-555.41-31	Prof. Svc-Building Maint.	1,431	1,300	1,300
005-7613-555.41-39	Prof. Svc-Tree Evaluation	-	3,700	3,700

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Senior Center Facility Maintenance-Continued</b>				
005-7613-555.48-01	Rep & Maint-Equipment	-	250	250
005-7613-555.48-03	Rep & Maint-Facilities	6,752	9,500	9,500
005-7613-555.48-10	Rep & Maint-Equip-Grnds	-	300	300
005-7613-555.49-06	Maintenance Contracts	11,826	8,000	8,000
005-7613-555.49-23	Custodial	26,173	40,791	40,791
<b>Total Senior Center Facility Maintenance</b>		<b>50,809</b>	<b>66,167</b>	<b>66,167</b>
<b>Child Care Center Facility Maintenance</b>				
005-7615-554.48-01	Rep & Maint-Equipment	-	115,940	2,500
005-7615-594.60-08	Replace Res-Child Care	-	20,500	20,500
<b>Total Child Care Center Facility Maintenance</b>		<b>-</b>	<b>136,440</b>	<b>23,000</b>
<b>Total Community Buildings Fund Expenditures</b>		<b>1,079,066</b>	<b>850,427</b>	<b>767,973</b>

**REGIONAL ATHLETIC COMPLEX (RAC)**

The Regional Athletic Complex operating fund (RAC) is comprised of 98 acres, 68 of which opened for public use in May of 2009. Phase III is a 26 acre parcel located west of Marvin Road, and scheduled for future development.

An on-site crew of four (4) full-time maintenance personnel and seasonal staff maintain the 68-acre site as well as a full time supervisor and part-time recreational staff overseen by a Recreation Manager. Staff schedules use of the complex, facilitates leagues, tournaments, and events, solicits sponsors and manages the concession contract. Since the softball/fastpitch/baseball complex opened in May 2009, revenue generated at the RAC has exceeded revenue projections, with the exception of the COVID-19 public health crisis. The 20 year financial plan was updated by staff in 2021.

**BUDGET SUMMARY**

The 2022 budget of **\$1,233,312** is the estimated cost to operate the RAC but may change during the year due to continuing COVID-19 public health crisis restrictions. The costs to maintain this facility are covered by fees, and intergovernmental revenues. The intergovernmental revenues are made up of the City's contribution, LTAC funds applied for, as well as revenues contractually received from the Capital Area Regional Public Facilities District.

**2022 PROGRAMS, GOALS AND PRIORITIES**

**THE FOLLOWING WOULD TYPICALLY BE GOALS AND PRIORITIES; HOWEVER, WITH THE COVID-19 PUBLIC HEALTH CRISIS SOME OF THESE MIGHT NOT BE POSSIBLE IN 2022.**

- Increase revenues by optimizing tournament and league play, and special events.
- Develop, promote, and maintain the complex as the premier athletic facility in Washington.
- Market special events to a wider audience to increase revenue and off-season use.
- Ensure gender equitable use of the facility.
- Work with the Sports Commission to market the facility and secure event bookings.
- Articulate field capacities in order to secure bookings during times of non-use.
- Develop and promote a diversity of activities not typical to athletic complexes.
- Enhance community engagement.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Regional Athletic Complex - Revenues</i>				
<b>Revenues</b>				
007-0000-308.00-00	Estimated Beginning Cash	-	3,682	-
007-0000-333.97-36	CFDA #97.036	1,067	-	-
007-0000-338.10-10	Capital Area - PFD	200,000	200,000	200,000
007-0000-347.40-00	Event Admissions Fee	-	5,000	5,000
007-0000-347.60-50	Physical Activities Prog	-	4,000	4,000
007-0000-347.60-59	Sports Parks-CivicRec	1,889	-	-
007-0000-347.60-90	Special Events Program	-	10,000	10,000
007-0000-347.62-00	Shelter Fees	-	6,000	6,000
007-0000-347.62-09	Shelters Parks-CivicRec	350	-	-
007-0000-347.65-00	Field Use Fees	1,052	300,000	300,000
007-0000-347.65-09	Field Fees Parks-CivicRec	139,604	-	-
007-0000-347.67-00	Concession Commission	-	1,000	1,000
007-0000-347.68-00	League Fees	-	55,000	55,000
007-0000-347.68-09	RAC League Parks CivicRec	33,370	-	-
007-0000-361.10-00	Investment Interest	9,927	5,194	3,319
007-0000-361.10-40	LGIP Earnings	2,268	880	146
007-0000-361.32-00	Unrealized Gain(Loss)	6,048	-	-
007-0000-361.32-02	Reverse Prev Year Adj	(3,734)	-	-
007-0000-362.50-10	Lease - Consessionaire	2,300	22,000	22,000
007-0000-367.10-04	Cont.-Parks Sponsor/Event	-	7,000	7,000
007-0000-397.10-01	Transfer In 303 Fund	198,922	-	-
007-0000-397.10-02	Transfer In 109 Fund	-	160,000	180,000
007-0000-397.10-04	Transfer In - Utility Tax	186,919	197,013	239,847
007-0000-397.11-01	Transfer In 001,003,005	-	200,000	200,000
<b>Total Regional Athletic Complex Fund Revenues</b>		<b>779,982</b>	<b>1,176,769</b>	<b>1,233,312</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex Maintenance</b>				
007-3305-576.10-01	Salaries-Regular	229,738	279,826	263,172
007-3305-576.10-05	Salaries-Overtime	6,271	12,563	12,563
007-3305-576.10-06	Salaries-Part-Time	76,342	101,000	101,735
007-3305-576.20-01	Employer Paid Benefits	130,970	149,042	155,076
007-3305-576.20-03	Unemployment Compensation	3,442	-	-
007-3305-576.31-01	Office & Operating Supply	40,326	95,000	99,000
007-3305-576.31-02	Small Tools & Equipment	1,155	2,500	2,500
007-3305-576.31-17	Supplies-Uniform Purchase	919	2,000	2,000
007-3305-576.31-23	Office & Operating-Bldg	816	-	-
007-3305-576.34-01	Fuel	4,098	10,000	10,000
007-3305-576.41-01	Prof. Svc-Other	18,066	8,000	18,360
007-3305-576.42-01	Telecommunications	7,385	7,750	7,750
007-3305-576.43-03	Registrations	60	-	-
007-3305-576.45-01	Equipment Rental	67,837	85,438	81,189
007-3305-576.45-02	IMS Rental	6,944	7,013	13,998
007-3305-576.45-05	Rentals-Other	173	1,500	1,500
007-3305-576.46-01	Insurance-Liability	10,674	11,422	12,274
007-3305-576.46-02	Insurance-Fire/Property	9,243	12,869	10,306
007-3305-576.46-06	AWC L & I Pool	1,160	1,015	1,015
007-3305-576.47-01	Utility-Electric	52,684	80,000	80,000
007-3305-576.47-02	Utility-City of Lacey	55,225	82,000	92,000
007-3305-576.47-07	Utility-Solid Waste	7,170	10,000	12,360
007-3305-576.48-01	Rep & Maint-Equipment	1,368	3,500	3,500
007-3305-576.48-03	Rep & Maint-Facilities	3,594	3,500	31,500
007-3305-576.49-25	Assessments/Taxes	12,520	11,000	11,000
007-3305-576.49-28	Misc - Disposal Fees	56	-	-
<b>Total Regional Athletic Complex Maintenance</b>		<b>748,236</b>	<b>976,938</b>	<b>1,022,798</b>
<b>Regional Athletic Complex General Services</b>				
007-7401-576.10-01	Salaries-Regular	102,453	95,509	100,438
007-7401-576.10-05	Salaries-Overtime	2	-	-
007-7401-576.10-06	Salaries-Part-Time	1,529	3,000	14,000
007-7401-576.20-01	Employer Paid Benefits	47,119	44,344	41,875
007-7401-576.20-03	Unemployment Compensation	101	500	500
007-7401-576.31-01	Office & Operating Supply	-	7,500	7,500

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex General Services-Continued</b>				
007-7401-576.31-02	Small Tools & Equipment	7,567	1,500	1,500
007-7401-576.31-17	Supplies-Uniform Purchase	-	500	500
007-7401-576.41-01	Prof. Svc-Other	14,161	20,000	20,000
007-7401-576.41-11	Prof. Svc - Recreation	-	6,000	6,000
007-7401-576.43-01	Transportation/Per Diem	-	1,500	1,500
007-7401-576.43-02	Dues, Subscriptions, Publ	-	120	120
007-7401-576.43-03	Registrations	-	800	800
007-7401-576.45-02	IMS Rental	10,850	11,608	8,831
007-7401-576.49-06	Maintenance Contracts	440	450	450
007-7401-576.49-25	Assessments/Taxes	2,942	6,500	6,500
<b>Total Regional Athletic Complex General Services</b>		<b>187,164</b>	<b>199,831</b>	<b>210,514</b>
<b>Total Regional Athletic Complex Fund Expenditures</b>		<b>935,400</b>	<b>1,176,769</b>	<b>1,233,312</b>

## **PUBLIC WORKS-CITY STREET FUND**

The Public Works Transportation Maintenance Division is responsible for the maintenance and operation of the City's transportation infrastructure. In addition, the division performs special projects such as hanging street and holiday banners, and supporting community events. The division also manages the volunteer Adopt-a-Roadway litter program.

### **BUDGET SUMMARY**

The Transportation Maintenance Division budget is organized into nine programs.

- Supervision and Support
- Street Lights
- Signs & Markings
- Snow and Ice
- Roadside
- Roadways
- Sidewalks
- Traffic Signals
- City Buildings, Electrical

There are three maintenance sections which address the nine programs. The three Sections are described below:

### **SIGNS & MARKINGS SECTION**

Responsible for the evaluation, maintenance and repair of all signs, pavement markings, stripes and guardrails within the city as well as installation and removal of all street banners. Currently we maintain 93 miles of road edge lines, 111 miles of traffic buttons 8,922 street signs and 332 intersections with legends and symbols.

### **ROADS SECTION**

Responsible for evaluation and repair of our roadway and sidewalk networks including snow & ice control, vegetation encroachments into the right of way, sidewalk repair, litter pickup, and roadway repairs. Currently we maintain 220 miles of sidewalk and 387 lane miles of roadway.

### **ELECTRICAL SECTION**

Responsible for all street light repair and all traffic signals within the city. The section also maintains some signals that are owned by the State DOT and Thurston County by contract. The section is also responsible for all electrical issues related to city facilities. Currently we maintain 53 city traffic signals, 8 county signals, 4 state signals, 5,107 street lights, 9 flashing school beacons, and 37 pedestrian crosswalk beacon pairs.

The total 2022 budget for the Transportation Maintenance Division is **\$4,017,012**. In addition to the general operating revenue, the City Street Fund receives State Fuel Tax revenue to partially offset the cost of street maintenance.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue an active and volunteer oriented Adopt-a-Roadway program.
- Accomplish preventive maintenance goals on time and within budget.
- Reduce energy usage and enhance our street light maintenance program by replacing all street light burn-outs with energy efficient LED lights.
- Improve our sidewalk repair program.
- Improve Mastic program

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Revenues</i>				
<b>Revenues</b>				
101-0000-308.00-00	Estimated Beginning Cash	-	1,182	-
101-0000-316.70-00	Utility Tax/Lacey Utility	(538)	-	-
101-0000-333.97-36	CFDA #97.036	813	-	-
101-0000-336.71-00	Multimodal Transportation City	47,623	-	-
101-0000-336.87-00	Motor Vehicle Fuel Tax	587,668	765,763	720,786
101-0000-338.36-00	Signal Maintenance	29,653	30,000	30,000
101-0000-344.81-00	New Development Signage	5,580	5,000	5,000
101-0000-345.83-01	Plan Check Fees	17,821	15,000	15,000
101-0000-345.83-02	Inspection Services	18,798	15,000	15,000
101-0000-361.10-00	Investment Interest	28,562	12,168	10,051
101-0000-361.10-40	LGIP Earnings	5,494	1,932	446
101-0000-361.11-00	Interest Earnings	-	3	-
101-0000-361.32-00	Unrealized Gain(Loss)	19,902	-	-
101-0000-361.32-02	Reverse Prev Year Adj	(8,889)	-	-
101-0000-367.10-01	Contributions-General	45,005	-	-
101-0000-369.10-00	Sale of Scrap & Surplus	1,917	1,000	1,000
101-0000-369.40-00	Court Fees /Judgments	13,877	-	-
101-0000-397.10-04	Transfer In - Utility Tax	2,884,985	2,860,473	3,019,729
101-0000-397.10-11	Transfer In 102 Fund	158,527	200,000	200,000
<b>Total Public Works City Street Fund Revenues</b>		<b>3,856,798</b>	<b>3,907,521</b>	<b>4,017,012</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>General Services</b>				
101-4201-543.10-01	Salaries-Regular	372,383	362,280	386,045
101-4201-543.10-05	Salaries-Overtime	3,003	2,200	2,200
101-4201-543.10-06	Salaries-Part-Time	-	24,264	24,264
101-4201-543.20-01	Employer Paid Benefits	162,767	162,235	160,399
101-4201-543.20-03	Unemployment Compensation	1,515	20,000	20,000
101-4201-543.31-01	Office & Operating Supply	8,769	3,433	3,433
101-4201-543.31-02	Small Tools & Equipment	-	1,000	2,755
101-4201-543.31-17	Supplies-Uniform Purchase	4,601	4,300	4,300
101-4201-543.31-35	Replaced Equipment	7,240	15,000	15,000
101-4201-543.32-01	Electrical Supplies	6	-	-
101-4201-543.41-01	Prof. Svc-Other	15	481	481
101-4201-543.42-01	Telecommunications	7,015	4,750	4,750
101-4201-543.43-01	Transportation/Per Diem	-	2,315	2,315
101-4201-543.43-02	Dues, Subscriptions, Publ	226	552	552
101-4201-543.43-03	Registrations	266	1,950	1,950
101-4201-543.45-01	Equipment Rental	11,649	13,467	14,709
101-4201-543.45-02	IMS Rental	25,503	27,889	46,893
101-4201-543.45-03	Copier Rental	1,196	926	926
101-4201-543.46-01	Insurance-Liability	26,205	28,041	30,134
101-4201-543.46-02	Insurance-Fire / Property	1,310	1,824	1,336
101-4201-543.46-06	AWC-L & I Pool	2,379	2,081	2,081
101-4201-543.47-01	Utility-Electric	4,965	9,090	9,090
101-4201-543.47-02	Utility-City of Lacey	297	1,586	1,586
101-4201-543.47-03	Utility-Natural Gas	561	2,085	2,085
101-4201-543.47-07	Utility-Solid Waste	3,784	3,185	3,185
101-4201-543.48-01	Rep & Maint-Equipment	-	1,027	1,027
101-4201-543.48-03	Rep & Maint-Facilities	1,106	-	14,755
101-4201-543.49-06	Maintenance Contracts	1,960	1,891	1,891
101-4201-543.49-10	Uniform Contract/Cleaning	97	-	-
101-4201-543.49-23	Custodial	4,133	5,689	5,689
101-4201-543.49-25	Assessments/Taxes	355	2,900	2,900
101-4201-543.49-27	Bad Debt Expense	-	8,785	8,785
101-4201-543.49-28	Misc - Disposal Fees	16	-	-
101-4201-543.49-35	CDL-Physicals/Licenses	1,394	600	600
101-4201-543.60-01	Capital Outlays Equipment	-	-	6,500

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>General Services-Continued</b>				
101-4201-597.02-01	Transfer Out 301 Fund	63,757	-	-
<b>Total General Services</b>		<b>718,473</b>	<b>715,826</b>	<b>782,616</b>
<b>Street Lighting</b>				
101-4204-542.10-01	Salaries-Regular	90,617	101,154	99,420
101-4204-542.10-05	Salaries-Overtime	249	500	500
101-4204-542.10-06	Salaries-Part-Time	-	6,276	6,276
101-4204-542.20-01	Employer Paid Benefits	42,452	50,820	45,254
101-4204-542.31-17	Supplies-Uniform Purchase	2,214	2,000	2,000
101-4204-542.32-01	Electrical Supplies	206,592	269,500	269,500
101-4204-542.33-01	Small Tools-Electrical	1,860	2,000	2,000
101-4204-542.41-32	Prof. Svc-Utility Locates	-	340	340
101-4204-542.43-03	Registrations	734	2,000	2,000
101-4204-542.45-01	Equipment Rental	29,119	33,668	36,772
101-4204-542.47-01	Utility-Electric	385,724	363,000	363,000
101-4204-542.48-03	Rep & Maint Facilities	3,820	-	-
<b>Total Street Lighting</b>		<b>763,381</b>	<b>831,258</b>	<b>827,062</b>
<b>Street Signs &amp; Markers</b>				
101-4205-542.10-01	Salaries-Regular	146,554	174,122	161,482
101-4205-542.10-05	Salaries-Overtime	2,292	790	790
101-4205-542.10-06	Salaries-Part-Time	-	36,565	36,565
101-4205-542.20-01	Employer Paid Benefits	78,586	98,216	84,740
101-4205-542.31-01	Office & Operating Supply	1,343	3,000	3,000
101-4205-542.31-02	Small Tools & Equipment	1,743	2,400	2,400
101-4205-542.31-27	Software Upgrade	-	1,075	1,075
101-4205-542.31-31	Supplies-City Projects	-	2,950	2,950
101-4205-542.31-32	Sign Making Supplies	34,416	28,700	28,700
101-4205-542.31-34	Road Marking Supplies	23,096	81,000	81,000
101-4205-542.41-01	Prof. Svc-Other	9,703	41,400	41,400
101-4205-542.41-32	Prof. Svc-Utility Locates	-	50	50
101-4205-542.43-03	Registrations	60	1,500	1,500
101-4205-542.45-01	Equipment Rental	32,030	37,035	40,449
101-4205-542.48-02	Rep & Maint Equip Non-Pwr	93	-	-
<b>Total Street Signs &amp; Markers</b>		<b>329,916</b>	<b>508,803</b>	<b>486,101</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Snow &amp; Ice Removal</b>				
101-4206-542.10-01	Salaries-Regular	17,371	34,034	34,915
101-4206-542.10-05	Salaries-Overtime	470	3,500	3,500
101-4206-542.20-01	Employer Paid Benefits	8,981	18,150	16,889
101-4206-542.31-01	Office & Operating Supply	14,540	10,000	10,000
101-4206-542.31-02	Small Tools & Equipment	11,660	10,000	10,000
101-4206-542.45-01	Equipment Rental	29,119	33,668	36,772
101-4206-542.60-03	Capital Outlays-Improv	47	-	-
<b>Total Snow &amp; Ice Removal</b>		<b>82,188</b>	<b>109,352</b>	<b>112,076</b>
<b>Street Cleaning</b>				
101-4207-542.10-01	Salaries-Regular	3,948	4,551	4,456
101-4207-542.10-05	Salaries-Overtime	20	300	300
101-4207-542.20-01	Employer Paid Benefits	2,039	2,526	2,240
101-4207-542.31-01	Office & Operating Supply	-	600	600
<b>Total Street Cleaning</b>		<b>6,007</b>	<b>7,977</b>	<b>7,596</b>
<b>Roadside Maintenance</b>				
101-4208-542.10-01	Salaries-Regular	109,028	101,746	107,743
101-4208-542.10-05	Salaries-Overtime	1,193	200	200
101-4208-542.10-06	Salaries-Part-Time	-	17,149	17,149
101-4208-542.20-01	Employer Paid Benefits	54,076	57,890	53,718
101-4208-542.31-01	Office & Operating Supply	8,259	12,900	12,900
101-4208-542.31-02	Small Tools & Equipment	2,554	3,000	3,000
101-4208-542.34-01	Fuel	230	1,750	1,750
101-4208-542.41-01	Prof. Svc-Other	4,540	6,000	6,000
101-4208-542.41-16	Prof. Svc-Parks	361,608	373,943	400,185
101-4208-542.41-47	Prof. Svc-Tree Inspection	1,482	2,000	2,000
101-4208-542.45-01	Equipment Rental	69,885	80,803	88,252
101-4208-542.49-28	Misc - Disposal Fees	375	-	-
<b>Total Roadside Maintenance</b>		<b>613,230</b>	<b>657,381</b>	<b>692,897</b>
<b>Roadway Maintenance</b>				
101-4209-542.10-01	Salaries-Regular	61,607	104,160	94,328
101-4209-542.10-05	Salaries-Overtime	418	400	400
101-4209-542.10-06	Salaries-Part-Time	-	22,865	22,865
101-4209-542.20-01	Employer Paid Benefits	30,894	61,396	48,927

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Roadway Maintenance-Continued</b>				
101-4209-542.20-03	Unemployment Compensation	(353)	60	60
101-4209-542.31-01	Office & Operating Supply	7,263	31,000	31,000
101-4209-542.31-02	Small Tools & Equipment	201	1,000	1,000
101-4209-542.41-01	Prof. Svc-Other	-	5,000	5,000
101-4209-542.43-03	Registrations	-	3,000	3,000
101-4209-542.45-01	Equipment Rental	75,708	87,537	95,607
101-4209-542.45-05	Rentals-Other	-	17,000	17,000
101-4209-542.48-15	Rep & Maint-Grounds	254	12,000	12,000
<b>Total Roadway Maintenance</b>		<b>175,992</b>	<b>345,418</b>	<b>331,187</b>
<b>Sidewalk Maintenance</b>				
101-4210-542.10-01	Salaries-Regular	137,267	100,958	129,761
101-4210-542.10-05	Salaries-Overtime	361	100	100
101-4210-542.10-06	Salaries-Part-Time	-	14,219	14,219
101-4210-542.20-01	Employer Paid Benefits	70,464	59,895	67,589
101-4210-542.31-01	Office & Operating Supply	3,464	2,000	2,000
101-4210-542.31-02	Small Tools & Equipment	2,523	4,500	4,500
101-4210-542.41-01	Prof. Svc-Other	7,580	80,000	80,000
101-4210-542.41-02	Prof. Svc-Engineering	2,144	-	-
101-4210-542.45-01	Equipment Rental	11,648	13,468	14,708
<b>Total Sidewalk Maintenance</b>		<b>235,451</b>	<b>275,140</b>	<b>312,877</b>
<b>Traffic Control Device/Electrical</b>				
101-4211-542.10-01	Salaries-Regular	85,653	91,962	94,324
101-4211-542.10-05	Salaries-Overtime	972	2,000	2,000
101-4211-542.10-06	Salaries-Part-Time	-	13,808	13,808
101-4211-542.20-01	Employer Paid Benefits	39,099	46,980	43,287
101-4211-542.32-01	Electrical Supplies	16,158	27,572	27,572
101-4211-542.33-01	Small Tools-Electrical	3,069	2,000	2,000
101-4211-542.41-01	Prof. Svc-Other	-	1,000	1,000
101-4211-542.41-32	Prof. Svc-Utility Locates	-	250	250
101-4211-542.42-01	Telecommunications	7,948	8,250	8,250
101-4211-542.45-01	Equipment Rental	32,030	37,035	40,449
101-4211-542.47-01	Utility-Electric	61,276	80,000	80,000
<b>Total Traffic Control Device/Electrical</b>		<b>246,205</b>	<b>310,857</b>	<b>312,940</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Electrical Other</b>				
101-4212-543.10-01	Salaries-Regular	96,012	91,513	98,593
101-4212-543.10-05	Salaries-Overtime	40	500	500
101-4212-543.10-06	Salaries-Part-Time	-	3,766	3,766
101-4212-543.20-01	Employer Paid Benefits	43,749	44,080	43,151
101-4212-543.31-01	Office & Operating Supply	89	500	500
101-4212-543.32-01	Electrical Supplies	7,881	4,650	4,650
101-4212-543.33-01	Small Tools-Electrical	281	500	500
<b>Total Electrical Other</b>		<b>149,908</b>	<b>145,509</b>	<b>151,660</b>
<b>Total Public Works City Street Fund Expenditures</b>		<b>3,320,751</b>	<b>3,907,521</b>	<b>4,017,012</b>



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**PUBLIC WORKS-ARTERIAL STREET FUND**

The Arterial Street Fund Provides funding for street construction and transportation improvement projects. Work accomplished includes right-of-way acquisition, design, and construction of roadways, storm drainage, sidewalks, street lighting, traffic signals, and landscaping.

Revenues for the Arterial Street Fund come from the following sources:

- State and Federal Grants
- State Shared Fuel Taxes
- General Revenues Transfers – Utility Tax
- Mitigation
- Real Estate Excise Tax

**BUDGET SUMMARY**

All expenditures are for specific improvement projects included in the City's Six-Year Transportation Plan and Capital Facilities Plan. Expenditures from this fund fluctuate dramatically based on the City's success in obtaining grant funding, new development occurring in the City, and the number of street projects ready for construction. For 2022, budgeted expenditures are **\$3,816,998**.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout Design
- College St. & 16th Ave Roundabout Design
- 7th Avenue and College Street Roundabout
- College Street NE Extension Design
- 14th Ave & Sleater-Kinney Rd Intersection Improvements
- Electric Car Charging Stations
- 4th Avenue
- Marvin Road Annexation Signal Improvements
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Transportation Comprehensive Plan
- Miscellaneous 2022 Minor Projects

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Arterial Street Fund - Revenues</i>				
<b>Arterial Streets</b>				
102-0000-308.00-00	Estimated Beginning Cash	-	3,378,016	533,653
102-0000-317.34-00	Real Estate Excise Tax 1	3,611,271	2,000,000	2,000,000
102-0000-333.20-20	20.205 Highway Planning	2,871,898	596,850	454,555
102-0000-334.03-61	WADOT	369,874	393,428	-
102-0000-334.03-80	03.8x Trans Improv Board	-	-	104,651
102-0000-336.71-00	Multimodal Transportation City	22,267	-	-
102-0000-336.88-00	Motor Vehicle Fuel Tax	274,774	358,045	337,016
102-0000-336.89-00	MVA Transpo City	61,155	70,899	72,310
102-0000-344.85-00	Mitigation/Impact Fees	722,360	948,291	152,849
102-0000-361.10-00	Investment Interest	320,706	168,881	123,280
102-0000-361.10-40	LGIP Earnings	72,874	28,373	5,540
102-0000-361.11-00	Interest Earnings	9,395	3,377	1,384
102-0000-361.11-20	Mitigation Fee Financing	1,179	-	-
102-0000-361.32-00	Unrealized Gain(Loss)	224,019	-	-
102-0000-361.32-02	Reverse Prev Year Adj	(105,198)	-	-
102-0000-362.60-10	Lease - Rental House	28,683	40,000	30,000
102-0000-367.27-00	Developer Contribution	-	1,170,800	1,760
102-0000-397.10-03	Transfer In 101 Fund	-	141,086	-
102-0000-397.11-01	Transfer In 001,003,005	-	40,000	-
<b>Total Public Works Arterial Street Fund Revenues</b>		<b>8,485,257</b>	<b>9,338,046</b>	<b>3,816,998</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Arterial Street Fund - Expenditures</i>				
<b>Public Works Arterial Streets</b>				
<b>Street and Transportation Improvements</b>				
102-4101-595.90-01	Preliminary Engineering	204,542	918,598	1,192,998
102-4101-595.90-02	Right of Way	39,666	452,857	630,000
102-4101-595.90-03	Road Way	3,686,656	4,989,434	1,381,406
102-4101-595.90-05	Construction Engineering	708,766	527,157	127,594
102-4101-595.90-09	Traffic Control Devices	22,278	-	-
102-4101-595.90-11	Const Admin & Fac Maint	6,621	-	-
102-4101-595.90-13	Side Walks-ADA	-	50,000	50,000
102-4101-595.90-14	Signal Timing	-	35,000	35,000
102-4101-595.90-15	Pavement Mgmt System	-	65,000	100,000
102-4101-595.90-16	Pavement Restoration/PMS	-	100,000	100,000
102-4101-597.02-09	Transfer Out 101 Fund	158,527	200,000	200,000
102-4101-597.11-01	Transfer Out 001 Fund	-	2,000,000	-
<b>Total Public Works Arterial Street Fund Expenditures</b>		<b>4,827,056</b>	<b>9,338,046</b>	<b>3,816,998</b>



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### **TRANSPORTATION IMPROVEMENT FUND**

The Transportation Improvement Fund is established to manage revenues and expenditures directly related to the operation of the Transportation Benefit District (TBD).

The District was created in February 2017 by Special Public Election:

- The TBD revenue is generated by a 0.2% Sales Tax Increase.
- The fund has a sunset duration of 10 years after enactment.
- The 2022 projected revenues are \$4,750,000

The City will use the money for street and sidewalk reconstruction and repair to help prevent full-scale, costly reconstruction later. To minimize costs, proper street maintenance must be completed at the appropriate time. The longer maintenance is postponed, the more expensive repairs become. For example, delaying maintenance could advance the type of repair from a simple overlay, to a complete street reconstruction.

#### **BUDGET SUMMARY**

For 2022 the operating budget will be **\$4,750,000**.

#### **2022 PROJECTS, GOALS AND PRIORITIES**

Repair the following streets:

- Carpenter Road SE (Pacific to City limits)
- Marvin Rd NE (older pavement sections north of Britton Pkwy)
- 7th Ave SE (Sleater-Kinney to Golf Club)
- Mullen Rd SE (Thurston County roundabout project limits to east City limits)
- Galaxy Dr NE (entire limit) & Quinault Dr NE (west of Marvin Rd)

Sidewalk Restoration Program (\$250K)

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Transportation Improvement Fund - Revenues</i>				
<b>Revenues</b>				
103-0000-308.00-00	Estimated Beginning Cash	-	109,697	1,629,373
103-0000-313.21-00	Sales Taxes -TBD	3,216,790	2,559,953	3,102,249
103-0000-333.20-20	20.205 Highway Planning	233,553	-	-
103-0000-361.10-00	Investment Interest	33,978	17,379	17,258
103-0000-361.10-40	LGIP Earnings	7,261	2,765	762
103-0000-361.11-00	Interest Earnings	3,598	1,292	358
103-0000-361.32-00	Unrealized Gain(Loss)	26,185	-	-
103-0000-361.32-02	Reverse Prev Year Adj	(8,497)	-	-
103-0000-397.10-11	Transfer In 102 Fund	-	2,000,000	-
<b>Total Transportation Improvement Fund Revenues</b>		<b>3,512,868</b>	<b>4,691,086</b>	<b>4,750,000</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Transportation Improvement Fund - Expenditures</i>				
<b>Transportation Benefit District</b>				
<b>Transportation Improvements</b>				
103-4301-595.90-01	Preliminary Engineering	38,173	100,000	118,750
103-4301-595.90-03	Road Way	1,576,406	3,740,000	3,952,500
103-4301-595.90-05	Construction Engineering	145,942	660,000	678,750
103-4301-595.90-06	Side Walks	-	50,000	-
103-4301-597.10-11	Transfers Out 102 Fund	-	141,086	-
<b>Total Transportation Improvement Fund Expenditures</b>		<b>1,760,521</b>	<b>4,691,086</b>	<b>4,750,000</b>



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**LODGING TAX FUND**

The Lodging Tax Fund is authorized by state law and must operate under the restrictive provision thereof. Revenue is generated from a 4% use tax on hotel/motel room rentals. Lodging tax receipts for 2022 are estimated at \$400,634. Expenditures of Lodging Tax dollars are limited to tourist promotion and for the acquisition and/or maintenance of tourism-related facilities. The budget is developed in concert with the Lodging Tax Advisory Committee.

Included in Contract Services expenditures are services performed by the Lacey Chamber of Commerce, Experience Olympia and Beyond, Washington Center for the Performing Arts, and publication of promotional materials. Community Events include Lacey Fun Fair, Senior Games, South Sound BBQ Festival, Cultural Celebration, Brats, Brews and Bands, Polyfest, Concerts in the Park series, and July 3rd Fireworks and Concert. This budget also provides support to maintain and operate the Regional Athletic Complex (RAC).

**BUDGET SUMMARY**

The total 2022 budget for the Lodging Tax Fund is **\$580,500**.

The Lodging Tax budget is divided into 2 categories:

- Contracted Services
- Performing Arts & Events

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Lodging Tax Fund - Revenues</i>				
<b>Revenues</b>				
109-0000-308.00-00	Estimated Beginning Cash	-	91,307	174,466
109-0000-313.30-00	Hotel/Motel Taxes	335,237	305,896	400,634
109-0000-361.10-00	Investment Interest	10,143	5,390	5,000
109-0000-361.10-40	LGIP Earnings	2,321	907	400
109-0000-361.32-00	Unrealized Gain(Loss)	7,016	-	-
109-0000-361.32-02	Reverse Prev Year Adj	(3,341)	-	-
<b>Total Lodging Tax Fund Revenues</b>		<b>351,376</b>	<b>403,500</b>	<b>580,500</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Lodging Tax Fund - Expenditures</i>				
<b>Council / Parks and Recreation</b>				
<b>Contracted Services</b>				
109-0401-573.49-51	Promotion-Community Event	22,560	-	134,000
109-0401-575.49-33	Chamber of Commerce	70,000	70,000	70,000
109-0401-575.49-34	Washington Center	40,000	25,000	30,000
109-0401-575.49-38	Visitor/Convention Bureau	85,000	100,000	100,000
109-0401-597.10-08	Transfer Out 007 Fund	-	160,000	180,000
109-0401-597.11-01	Transfer Out 001 Fund	48,500	48,500	48,500
<b>Total Contracted Services</b>		<b>266,060</b>	<b>403,500</b>	<b>562,500</b>
<b>Performing Arts &amp; Parks Events</b>				
109-0601-573.49-54	Concert Series/Events	500	-	18,000
<b>Total Performing Arts &amp; Parks Events</b>		<b>500</b>	<b>-</b>	<b>18,000</b>
<b>Total Lodging Tax Fund Expenditures</b>		<b>266,560</b>	<b>403,500</b>	<b>580,500</b>



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**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

The Community Development Block Grant (CDBG) Fund provides for the accounting of state and federal grant dollars awarded to qualifying agencies serving Lacey community members. This fund also facilitates block grants awarded to Lacey for housing and capital improvement projects primarily benefiting low-income residents.

In the past, Lacey utilized CDBG funding for affordable housing rehabilitation and preservation; construction of an early-learning childcare center; and construction and expansion of the City's senior center and Lacey Veteran Services Hub. Lacey is anticipated to receive its next round of CDBG funds as part of the Thurston County Urban CDBG program in 2023.

**BUDGET SUMMARY**

The total 2022 budget for the Community Development Block Grant (CDBG) Fund is **\$122**.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Development Block Grant Fund - Revenues</i>				
<b>Revenues</b>				
120-0000-333.14-21	Program Income F96745006	10,187	-	-
120-0000-361.10-00	Investment Interest	289	147	117
120-0000-361.10-40	LGIP Earnings	61	23	5
120-0000-361.32-00	Unrealized Gain(Loss)	204	-	-
120-0000-361.32-02	Reverse Prev Year Adj	(73)	-	-
<b>Total Community Development Block Grant Fund Revenues</b>		<b>10,668</b>	<b>170</b>	<b>122</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Community Development Block Grant Fund - Expenditures</i>				
<b>Public Affairs and Community Relations</b>				
<b>General Services</b>				
120-3701-508.30-00	Restricted Funds	-	170	122
<b>Total Community Development Block Grant Fund Expenditures</b>		<b>-</b>	<b>170</b>	<b>122</b>



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## HICKS LAKE MANAGEMENT DISTRICT

The Hicks Lake Management District fund is established to manage revenues and expenditures directly related to the operation of the Hicks Lake Management District.

The District was created in October 2015 in accordance with the following plan:

Studying various lake water quality problems and possible solutions  
Controlling or removing invasive aquatic plants and vegetation, and  
Developing and implementing appropriate lake management and educational activities.

All of these plans are designed to avoid adverse impacts on fish and wildlife while enhancing the recreational uses of the lake. The Lake Management District will exist for thirty (30) years, unless dissolved earlier by the members of the district. Special assessments are imposed annually for the duration of the Hicks Lake Management District. The District, with Lacey City Council approval, decreased assessments for all properties by 10.0 percent starting in 2020. The amount of money to be raised by special assessments is approximately \$46,000 per year.

### BUDGET SUMMARY

For 2022 the operating budget will be **\$46,358**.

### 2022 PROJECTS, GOALS AND PRIORITIES

- Follow the adopted Lake Management Plan to control or remove invasive plants.
- Implement plan recommendations to remove or control undesired plant growth that impact use of the lake.
- Research and apply for grants that leverage the limited funds collected by the district to meet plan objectives.
- Conduct public outreach to educate citizens on methods to minimize detrimental impacts to the lake.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Hicks Lake Management District Fund - Revenues</i>				
<b>Revenues</b>				
130-0000-359.60-03	HLMD#1 Delq. Penalties	132	-	-
130-0000-361.10-00	Investment Interest	1,077	581	400
130-0000-361.10-40	LGIP Earnings	241	94	17
130-0000-361.11-10	HLMD#1 Invest Interest	35	-	2
130-0000-361.32-00	Unrealized Gain(Loss)	638	-	-
130-0000-361.32-02	Reverse Prev Year Adj	(339)	-	-
130-0000-361.41-20	HLMD#1 Delq. interest	297	6	39
130-0000-368.50-10	Hicks LMD#1	44,004	45,900	45,900
<b>Total Hicks Lake Management Fund Revenues</b>		<b>46,085</b>	<b>46,581</b>	<b>46,358</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Hicks Lake Management District Fund - Expenditures</i>				
<b>Hicks Lake Management</b>				
<b>General Services</b>				
130-0401-553.41-70	Hicks Lake Mgmt Dist	46,366	46,581	46,358
<b>Total Hicks Lake Management Fund Expenditures</b>		<b>46,366</b>	<b>46,581</b>	<b>46,358</b>



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**GENERAL OBLIGATION BOND FUND**

The General Obligation (G.O.) Bond Fund was created to provide for the retirement of all general purpose bonds issued for City facilities or equipment. When capital expenditures are funded by debt authorized by voter approval (i.e. Unlimited Tax General Obligation, or UTGO), the revenues generated to retire this debt come from property taxes. Debt issued or bonds sold without the guarantee of City tax revenues (i.e. Limited Tax General Obligations, or LTGO) must depend on general revenues of the City to retire the debt.

General Obligation debt currently supported by property taxes includes:

- 2012 Unlimited General Obligation Refunding Bonds (originally issued as \$5.0 million of Parks Improvement Bonds in 2003), and
- 2015 Unlimited General Obligation Refunding Bonds (originally issued as \$4.985 million of Parks Improvement Bonds in 2003)

Non-property tax supported debt includes:

- 2015 Limited Tax General Obligation Refunding Bonds (originally issued for \$8.0 million to complete the 68 acres of the Regional Athletic Complex)

The total outstanding Unlimited General Obligation Tax support debt as of September 30, 2021 is \$3,260,000. The total outstanding Limited Tax General Obligation debt as of September 30, 2021 is \$3,470,000.

The total 2022 debt service budget is **\$1,261,390**.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>G. O. Bond Fund - Revenues</i>				
<b>Revenues</b>				
201-0000-311.10-00	Property Taxes-Current	1,113,524	1,137,850	678,000
201-0000-311.15-00	Property Taxes-Delinquent	3,965	7,500	5,000
201-0000-361.10-00	Investment Interest	7,911	2,764	1,870
201-0000-361.10-40	LGIP Earnings	1,166	340	74
201-0000-361.11-00	Interest Earnings	652	270	46
201-0000-361.32-00	Unrealized Gain(Loss)	1,684	-	-
201-0000-361.32-02	Reverse Prev Year Adj	(919)	-	-
201-0000-397.10-05	Transfer In 307 Fund	567,050	569,450	576,400
<b>Total General Obligation Bond Fund Revenues</b>		<b>1,695,033</b>	<b>1,718,174</b>	<b>1,261,390</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>G. O. Bond Fund - Expenditures</i>				
<b>G.O. Debt - Finance</b>				
<b>G.O. Debt Supported</b>				
201-1904-591.70-17	2010 Refunding (2002Fire)	420,000	445,000	-
201-1904-591.70-18	2012 Refunding(2003Parks)	295,000	300,000	305,000
201-1904-591.70-19	2015 UTGO RFDG (06 Parks)	275,000	285,000	295,000
201-1904-592.80-17	Interest UTGO 2010 Refund	49,850	17,800	-
201-1904-592.80-18	Interest UTGO 2012 Refund	15,250	24,600	18,600
201-1904-592.80-19	2015 UTGO RFDG (06 Parks)	81,200	72,950	64,400
<b>Total G.O. Debt Supported</b>		<b>1,136,300</b>	<b>1,145,350</b>	<b>683,000</b>
<b>L.T.G.O. &amp; Loans</b>				
201-1905-508.50-00	Assigned Funds	-	3,374	1,990
201-1905-591.70-20	2015 LTGO RFDG (07 RAC)	420,000	435,000	455,000
201-1905-592.80-20	2015 LTGO RFDG (07 RAC)	147,050	134,450	121,400
<b>Total L.T.G.O. &amp; Loans</b>		<b>567,050</b>	<b>572,824</b>	<b>578,390</b>
<b>Total General Obligation Bond Fund Expenditures</b>		<b>1,703,350</b>	<b>1,718,174</b>	<b>1,261,390</b>



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**LOCAL IMPROVEMENT DISTRICT BOND FUND**

The Local Improvement District (L.I.D.) Bond Fund was created to provide for the retirement of all local improvement district bonds issued for City streets, utilities, and related equipment. Debt issued or bonds received without the guarantee of City tax revenues must depend on these special assessments against property owners.

Although annual assessments are billed to property owners, the actual retirement of L.I.D. debt in any given year is based on the amount of dollars collected. The amount collected is either a result of billed assessment amounts received or payed-in-full as property changes ownership. Regardless when payments are received, the City must call (retire) outstanding bonds when funds are available to do so. Currently, there is no outstanding debt in this fund.

**BUDGET SUMMARY**

The total 2022 budget is **\$70,897.**

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>L.I.D. Bond Fund - Revenues</i>				
<b>Revenues</b>				
202-0000-361.10-00	Investment Interest	34,613	18,517	12,518
202-0000-361.10-40	LGIP Earnings	7,979	3,126	564
202-0000-361.11-00	Interest Earnings	722	259	124
202-0000-361.32-00	Unrealized Gain(Loss)	23,204	-	-
202-0000-361.32-02	Reverse Prev Year Adj	(11,948)	-	-
202-0000-366.10-10	Interest - (451) (ULID23)	17,673	16,870	16,033
202-0000-381.20-10	Loan Repayment 451 Fund	-	20,396	21,233
202-0000-397.11-50	Transfer In 450 Fund	20,425	20,425	20,425
<b>Total L.I.D. Bond Fund Revenues</b>		<b>92,668</b>	<b>79,593</b>	<b>70,897</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>L.I.D. Bond Fund - Expenditures</i>				
<b>L.I.D. Debt - Finance</b>				
202-1906-508.50-00	Assigned Funds	-	79,593	70,897
<b>Total L.I.D. Bond Fund Expenditures</b>		<b>-</b>	<b>79,593</b>	<b>70,897</b>



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***BUILDING IMPROVEMENT FUND***

The Building Improvement Fund is only used when there is a need to account for a significant building or facility improvement project.

***BUDGET SUMMARY***

The 2022 budget is **\$2,314,265**.

***2022 PROGRAMS, GOALS AND PRIORITIES***

- Police Station Land Acquisition and Site Development
- Facility Condition Assessment and Asset Management Software

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Building Improvement Fund - Revenues</i>				
<b>Revenues</b>				
301-0000-308.00-00	Estimated Beginning Cash	-	499,972	300,000
301-0000-334.04-22	Commerce/CSHD	341,121	-	-
301-0000-361.10-00	Investment Interest	45,477	25,550	13,635
301-0000-361.10-40	LGIP Earnings	11,023	4,406	630
301-0000-361.32-00	Unrealized Gain(Loss)	28,550	-	-
301-0000-361.32-02	Reverse Prev Year Adj	(17,628)	-	-
301-0000-367.00-00	Contributions	176,830	-	-
301-0000-367.26-00	Museum Depot Project	-	7,500	-
301-0000-397.11-01	Transfer In 001,003,005	45,356	3,423,707	2,000,000
<b>Total Building Improvement Fund Revenues</b>		<b>630,729</b>	<b>3,961,135</b>	<b>2,314,265</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Building Improvement Fund - Expenditures</i>				
<b>Building Improvement</b>				
301-0101-508.90-00	Unassigned Funds	-	29,956	14,265
301-0101-514.60-02	Capital Outlay-Public Art	-	30,000	-
301-0101-514.60-03	Capital-Improvements	432,015	206,836	300,000
301-0101-514.60-04	Capital Outlay-Buildings	901,245	194,343	-
301-0101-514.60-05	Capital Outlay-Land	-	3,000,000	2,000,000
301-0101-522.60-04	Buildings	1,842	500,000	-
<b>Total Building Improvement Fund Expenditures</b>		<b>1,335,102</b>	<b>3,961,135</b>	<b>2,314,265</b>



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***CAPITAL EQUIPMENT FUND***

The Capital Equipment Fund accounts for special revenues dedicated to capital facility construction and equipment purchases that are required for general operating purposes. Transfers in from Current Expense fund for utility tax collections is the main sources of revenue.

**BUDGET SUMMARY**

Expenditures are budgeted in two program areas.

- Operating Capital and Reserves
- Capital Improvement Projects

The 2022 budget is **\$2,073,556**.

**2022 PROGRAMS, GOALS AND PRIORITIES**

A full listing of Capital Equipment expenditures is provided in the Budget Summary section of this document.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Capital Equipment Fund - Revenues</i>				
<b>Revenues</b>				
302-0000-308.00-00	Estimated Beginning Cash	-	2,099,361	1,180,792
302-0000-321.91-01	PEG Fees	37,659	39,000	39,000
302-0000-333.21-10	CFDA 21.019	1,070,000	-	-
302-0000-361.10-00	Investment Interest	55,737	30,156	18,943
302-0000-361.10-40	LGIP Earnings	13,085	5,168	862
302-0000-361.11-00	Interest Earnings	543	195	124
302-0000-361.32-00	Unrealized Gain(Loss)	37,080	-	-
302-0000-361.32-02	Reverse Prev Year Adj	(20,652)	-	-
302-0000-367.00-00	Contributions	6,000	6,000	6,000
302-0000-397.10-04	Transfer In - Utility Tax	43,071	-	327,835
302-0000-397.11-01	Transfer In 001,003,005	1,173,795	647,081	500,000
<b>Total Capital Equipment Fund Revenues</b>		<b>2,416,318</b>	<b>2,826,961</b>	<b>2,073,556</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Capital Equipment Fund - Expenditures</i>				
<b>General Fund Capital</b>				
<b>Capital Equipment</b>				
302-0102-519.64-04	Capital-Community Relations	41,803	305,852	-
302-0102-519.64-06	Capital-Common Facilities	4,178	432,880	43,692
302-0102-519.64-10	Capital-Police	525,079	939,204	596,670
302-0102-519.64-11	Capital-Public Works-Admin	14,884	36,600	78,868
302-0102-519.64-12	Capital-Public Works-Pks	88,950	173,451	82,233
302-0102-519.64-15	Capital-Community Develop	200,193	22,888	-
302-0102-519.64-16	Capital-Parks & Recreation	5,963	17,036	-
302-0102-519.64-17	Capital-City Streets	61,193	92,801	29,301
302-0102-519.64-19	Capital-Information Svcs	-	-	3,000
302-0102-519.64-20	Public Ed & Govt Prog	18,830	39,000	39,000
302-0102-554.48-00	Repairs & Maintenance	1,269	-	-
302-0102-594.60-08	Replace Res-Child Care	5,566	-	-
302-0102-594.60-10	Replacement Res-Facility	8,374	-	-
302-0102-597.11-01	Transfer Out 001 Fund	510,400	108,215	-
302-0102-597.11-03	Transfer Out 303 Fund	-	-	375,792
302-0102-597.11-07	Transfer Out 307 Fund	-	-	805,000
<b>Total Capital Equipment</b>		<b>1,486,682</b>	<b>2,167,927</b>	<b>2,053,556</b>
<b>Projects</b>				
302-0104-518.63-00	Grants, Asst & Other Dist	1,070,000	-	-
302-0104-542.60-02	Capital-Streetscaping	-	20,000	20,000
302-0104-559.60-01	Economic Development	175,000	639,034	-
<b>Total Projects</b>		<b>1,245,000</b>	<b>659,034</b>	<b>20,000</b>
<b>Total Capital Equipment Fund Expenditures</b>		<b>2,731,682</b>	<b>2,826,961</b>	<b>2,073,556</b>



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## **PARKS AND OPEN SPACE FUND**

The Parks and Open Space Fund was established by Council action in 1989 to set aside the revenue generated by a one-percent Utility Tax rate to acquire property for future parks and open space. The City maximizes this fund by securing local, state, and federal grant funds to finance a significant portion of acquisition and development costs. Other revenues from the sale of bonds and Public Facility District funds are deposited into this fund to re-develop existing parks and construct new parks. Park development has been accomplished primarily utilizing the 2002 and 2006 Park Bonds.

### **PARK AND OPEN SPACE ACQUISITION**

Since 1989, over 700 acres have been acquired with utility tax revenue, Woodland Creek Community Park, including Rainier Vista Community Park, Lake Lois Habitat Reserve, McAllister Park, the Lacey Woodland Trail Abandoned Railroad corridor, the Regional Athletic Complex, Huntamer Park, Pleasant Glade Park, and the Jacob Smith House, Greg J. Cuoio Community Park, and Palm Creek Headwaters.

### **RENOVATION AND EXPANSION OF EXISTING PARKS**

Wonderwood Park was acquired in 1971-73, developed in 1974, and renovated in 2005 with Bond funds. Long Lake Park was acquired in 1983 – 86, developed in 1988, and renovated in 2005 with Bond funds. Lake Lois Habitat Reserve was acquired in 1993 with a state grant and city funds, and expanded by 17.6 acres in 2001.

### **NEW PARK DEVELOPMENT**

A voter approved bond issue in 2003 and LTGO Bonds issued in 2006 have provided a significant portion of the funding necessary to develop ten new parks.

	SIZE	
THE REGIONAL ATHLETIC COMPLEX (RAC)	68.0	ACRES
RAINIER VISTA COMMUNITY PARK	46.0	ACRES
LAKEPOINTE PARK	8.0	ACRES
WOODLAND CREEK COMMUNITY PARK	72.0	ACRES
MERIDIAN PARK	24.0	ACRES
HORIZON POINTE PARK	9.5	ACRES
AVONLEA PARK	6.0	ACRES
WANSCHERS COMMUNITY PARK	16.0	ACRES
WILLIAM A. BUSH PARK	8.5	ACRES
THORNBURY PARK	9.0	ACRES

### **BUDGET SUMMARY**

The 2022 budget is **\$594,316**.

### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Honor Wall
- Parks and Facilities Security Cameras
- Wonderwood Park Trail and Court Upgrades
- Outdoor Ping Pong Tables

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Parks and Open Space Fund - Revenues</i>				
<b>Revenues</b>				
303-0000-308.00-00	Estimated Beginning Cash	-	277,010	-
303-0000-361.10-00	Investment Interest	7,154	3,912	1,986
303-0000-361.10-40	LGIP Earnings	1,691	667	89
303-0000-361.32-00	Unrealized Gain(Loss)	2,893	-	-
303-0000-361.32-02	Reverse Prev Year Adj	(2,671)	-	-
303-0000-362.50-20	Lease - Facilities	17,659	-	-
303-0000-362.60-10	Lease - Rental House	12,230	13,000	13,000
303-0000-397.11-01	Transfer In 001,003,005	284,067	6,142	579,241
<b>Total Parks and Open Space Fund Revenues</b>		<b>323,023</b>	<b>300,731</b>	<b>594,316</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Parks and Open Space Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Parks and Open Space Fund Expenditures</b>				
303-0106-508.90-00	Unassigned Funds	-	17,579	15,075
303-0106-576.45-05	Rentals-Other	266	-	-
303-0106-576.48-03	Rep & Maint-Facilities	4,760	6,142	-
303-0106-576.60-01	Capital Outlays-Equipment	-	-	303,449
303-0106-576.60-03	Capital-Improvements	344,769	277,010	275,792
303-0106-576.60-04	Capital Outlay-Buildings	6,067	-	-
303-0106-597.02-10	Transfer Out 307 Fund	105,270	-	-
303-0106-597.10-08	Transfer Out 007 Fund	198,922	-	-
<b>Total Parks and Open Space Fund Expenditures</b>		<b>660,054</b>	<b>300,731</b>	<b>594,316</b>



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**REGIONAL ATHLETIC COMPLEX CAPITAL FUND**

The Regional Athletic Complex (RAC) was a joint venture between Thurston County and the City of Lacey. In March of 1998, Thurston County and the City entered into an agreement to jointly purchase, own, and cooperatively develop recreational lands, then equally share the costs of maintaining the recreational facilities. Phase I of the facility was completed in September of 2005 and opened and dedicated for the benefit of the citizens of Thurston County. In 2006, the Capital Area Regional Public Facilities District (CARPFD) contracted with the City of Lacey to further develop the RAC, in conjunction with the Hands-on Children's Museum, a City of Olympia approved project. As a result of amendments to the CARPFD Inter-local agreements, the City of Lacey receives 71.77% of the revenues received by the CARPFD which are dedicated to operations and capital improvements at the RAC. These funds in conjunction with other city contributions and a 2007 Park Bond were used to finance Phase II of this project. Phase II of the Regional Athletic Complex (RAC) opened in May, 2009. In June of 2010, Thurston County transferred its share of ownership along with all responsibilities for operation and maintenance to the City of Lacey.

**BUDGET SUMMARY**

The 2022 budget is **\$3,568,288** for capital improvements.

This budget accounts for the **\$567,050** transferred out to cover debt service for the 2007 LTGO Park Bond. Phase III (26 acres) is slated for future development, dependent on generating sufficient revenue for operation, maintenance and development.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Construction for parking lot improvements if approved
- Security camera upgrades and expansion

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Revenues</i>				
<b>Revenues</b>				
307-0000-308.00-00	Estimated Beginning Cash	-	522,716	1,500,000
307-0000-338.10-10	Capital Area - PFD	1,371,696	1,102,854	1,253,045
307-0000-361.10-00	Investment Interest	22,223	12,728	9,553
307-0000-361.10-40	LGIP Earnings	5,451	2,201	427
307-0000-361.11-00	Interest Earnings	2,886	1,036	263
307-0000-361.32-00	Unrealized Gain(Loss)	15,552	-	-
307-0000-361.32-02	Reverse Prev Year Adj	(8,676)	-	-
307-0000-395.20-01	Impairment Capital Assets	58,100	-	-
307-0000-397.10-01	Transfer In 303 Fund	105,270	-	-
307-0000-397.10-12	Transfer In 001,003,005	-	-	805,000
<b>Total Regional Athletic Complex Capital Fund Revenues</b>		<b>1,572,502</b>	<b>1,641,535</b>	<b>3,568,288</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Regional Athletic Complex Capital</b>				
307-0106-508.50-00	Assigned Funds	-	541,369	673,888
307-0106-576.60-01	Capital Outlays-Equipment	1,646	177,705	-
307-0106-576.60-03	Capital-Improvements	788,815	345,011	-
307-0106-576.62-18	PFD - Administrative Cost	5,513	8,000	8,000
307-0106-576.62-19	Sport Com-Prel Design	-	-	5,000
307-0106-576.62-21	Sport Com-Contractor Prim	-	-	2,305,000
307-0106-597.69-03	Transfer Out 201 Fund	567,050	569,450	576,400
<b>Total Regional Athletic Complex Capital Fund Expenditures</b>		<b>1,363,024</b>	<b>1,641,535</b>	<b>3,568,288</b>



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### **PUBLIC WORKS-WATER UTILITY FUND**

The Water Utility provides high quality drinking water in sufficient quantity and pressure to support the citizens of Lacey and residents of the entire water service area. All of Lacey's water comes from groundwater wells owned and operated by the Utility. Water rates cover current operating expenses, maintenance of the system, and replacement of worn and failing waterlines, emergency repairs, and debt service. In addition to water rates, new connections to the water system are charged a one-time fee to cover costs of infrastructure requirements necessary to ensure continued quality service to serve utility customers. Such infrastructure includes twenty City owned production wells, three treatment facilities, over 400 miles of distribution lines, numerous pressure control devices, and eight storage reservoirs. There is also an intertie with the City of Olympia water designated for emergency use.

Public Works programs include distribution line maintenance and repair, water quality and regulatory compliance, resource management, conservation, wellhead protection, water production and storage operations, and system engineering. Financial services include meter reading, accounting, billing, and collection. The Operations Division is responsible for, Daily operation of the system, SCADA, water production, treatment, chlorine production, well source rehabilitation, system repairs, preventive maintenance, hydraulic modeling, engineering and development review and construction support. Planning, capital improvements, regulatory compliance, community education/outreach, design, capital programming, and source development are provided by the Water Resources and Engineering Divisions. Water Utility maintenance services are provided by 25 full-time employees. The Finance Department provides 3.45 full-time employees to provide customer services, billing, collections and meter drops and repairs.

#### **BUDGET SUMMARY**

This budget reflects the Utility's current maintenance and operation expenses. Construction projects as well as debt payments for the utility are funded under the Water Capital Fund and the Water Debt Service Fund.

The Water maintenance and operations budget is organized into seven programs.

- General Services
- Customer Service
- Production and Storage
- System Maintenance
- Cross Connection Control
- Water Quality
- Reclaimed Water

The 2022 operating budget for the Utility is **\$16,010,213**. Water revenues are obtained from water rates with no support from the City's operating levy or general fund.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Maximize production capabilities from existing water production facilities.
- Continue priority programs such as leak detection, cross connection control, Waterline Cleaning, water conservation, education, and outreach.
- Develop large water-meter preventative maintenance program consisting of annual inspection, maintenance and replacement.

#### **Explanation of Water Rates**

Beginning in 2006, the City adopted a new water rate schedule that is designed to encourage conservation. These rates place greater emphasis on the relationship of water usage to the amount paid by the customer. This change rewards the water conserving customer while encouraging, through a higher rate, the high water use consumer to conserve water resources. The rates have 4 tier fees instead of the 2 tiers that were in place prior to 2006.

The Base Rate reflects the cost of meter reading, billing, debt payment, debt reserves, replacement and replacement reserves. Revenues generated from consumption charges pay for maintaining, operating, and replacement of the utility infrastructure as well as making additional contributions to replacement reserves and capital construction. The chart printed on this page illustrates rates for the years 2019 through 2022. The City has adopted two rate schedules - resident and nonresident. The nonresident rates are based on the schedule printed below plus 20%. This differential in charges reflects the costs associated with serving areas outside the City.

**2022 Rates and Cost Per 100 Cubic Feet (1)**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Base Rate	\$16.14	\$16.62	\$17.45	18.37
First 600 c.f.	1.3431	1.3834	1.4526	1.5288
Tier 2 (601 to 1,200 c.f.)Per 100 c.f.	3.1527	3.2473	3.4096	3.5887
Tier 3 (1,201 to 2,400 c.f.)Per 100 c.f.	4.0294	4.1503	4.3578	4.5866
Tier 4 (2401 plus)Per 100 c.f.	5.3805	5.5419	5.8190	6.1245

**Example of Monthly Bill  
900 Cubic Feet Consumption**

Description	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Base Rate	\$16.14	\$16.62	\$17.45	18.37
Consumption	11.21	11.55	12.12	12.76
Total (1)	\$27.35	\$28.17	\$29.57	31.13

(1) The City provides a 50% discount for qualified low income senior and disabled citizens, earning less than 50% of the median income for Thurston County depending on the size of the household as it relates to income.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
401-0000-308.00-00	Estimated Beginning Cash	-	518,843	-
401-0000-333.97-36	CFDA #97.036	9,339	-	-
401-0000-343.05-00	Shut-Offs	2,395	15,000	15,000
401-0000-343.40-01	Sales	13,230,861	12,863,227	14,418,140
401-0000-343.40-02	Penalties	41,478	100,000	100,000
401-0000-345.83-00	Plan Checking Fees	-	8,539	8,539
401-0000-345.83-01	Plan Check Fees	18,584	-	-
401-0000-345.83-02	Inspection Services	31,891	16,205	16,205
401-0000-348.95-00	Engineering Services Fees	8,674	-	20,687
401-0000-361.10-00	Investment Interest	84,652	46,592	32,007
401-0000-361.10-40	LGIP Earnings	20,500	8,207	1,459
401-0000-361.11-00	Interest Earnings	28,105	10,092	2,198
401-0000-361.32-00	Unrealized Gain(Loss)	63,511	-	-
401-0000-361.32-02	Reverse Prev Year Adj	(32,256)	-	-
401-0000-362.51-00	Cell Tower Lease	179,354	175,000	200,000
401-0000-362.90-00	Hydrant Meter Rental	53,562	30,000	50,000
401-0000-369.10-00	Sale of Scrap & Surplus	2,048	-	-
401-0000-369.11-00	Sale of Meters	208,323	175,000	175,000
401-0000-369.40-00	Court Fees /Judgments	6,110	-	-
401-0000-369.90-01	Olympia Share WCGRRF M&O	2,223	-	-
401-0000-369.97-00	Escrow Search Fees	36,680	20,000	35,000
401-0000-397.11-01	Transfer In 001,003,005	999,248	844,949	935,978
<b>Total Water Utility Fund Revenues</b>		<b>14,995,282</b>	<b>14,831,654</b>	<b>16,010,213</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>General Services</b>				
401-3401-534.10-01	Salaries-Regular	866,179	814,632	969,017
401-3401-534.10-05	Salaries-Overtime	30,217	35,000	35,000
401-3401-534.20-01	Employer Paid Benefits	383,320	368,729	417,875
401-3401-534.20-03	Unemployment Compensation	8,153	-	-
401-3401-534.20-42	GASB68 Pension Expense	(208,793)	-	-
401-3401-534.31-01	Office & Operating Supply	19,600	11,757	11,757
401-3401-534.31-02	Small Tools & Equipment	6,271	500	4,820
401-3401-534.31-17	Supplies-Uniform Purchase	8,974	8,412	8,412
401-3401-534.31-27	Software Upgrade	-	2,000	2,000
401-3401-534.31-35	Replaced Equipment	-	30,000	30,000
401-3401-534.41-01	Prof. Svc-Other	9,795	10,000	65,150
401-3401-534.41-02	Prof. Svc-Engineering	589,437	686,447	647,365
401-3401-534.41-05	Prof. Svc-Audit	13,585	9,425	9,425
401-3401-534.41-15	Prof. Svc-Legal	1,003	20,000	20,000
401-3401-534.41-17	Prof. Svc-Water Resources	585,721	717,424	772,915
401-3401-534.41-32	Prof. Svc-Utility Locates	5,536	2,000	2,000
401-3401-534.41-45	Long Lake Mgmt Dist	-	7,500	7,500
401-3401-534.42-01	Telecommunications	3,328	6,000	6,000
401-3401-534.43-01	Transportation/Per Diem	2,406	11,372	12,372
401-3401-534.43-02	Dues, Subscriptions, Publ	6,496	5,128	5,128
401-3401-534.43-03	Registrations	10,452	30,330	31,530
401-3401-534.45-01	Equipment Rental	3,999	3,707	4,071
401-3401-534.45-02	IMS Rental	155,738	159,805	181,035
401-3401-534.45-03	Copier Rental	1,794	2,280	2,280
401-3401-534.45-08	Lease Miscellaneous	518	6,900	6,900
401-3401-534.46-01	Insurance-Liability	45,743	48,949	52,601
401-3401-534.46-02	Insurance-Fire/Property	1,833	2,552	1,817
401-3401-534.47-01	Utility-Electric	7,215	8,465	8,465
401-3401-534.47-02	Utility-City of Lacey	5,461	4,500	4,500
401-3401-534.47-03	Utility Gas	1,831	3,706	3,706
401-3401-534.47-07	Utility-Solid Waste	9,315	8,300	8,300
401-3401-534.48-01	Rep & Maint-Equipment	-	2,528	2,528
401-3401-534.48-03	Rep & Maint-Facilities	2,722	2,000	38,320
401-3401-534.49-02	Printing & Binding	-	500	500
401-3401-534.49-03	Recording Fees	7,884	5,000	5,000
401-3401-534.49-06	Maintenance Contracts	5,679	5,655	5,655

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>General Services -Continued</b>				
401-3401-534.49-10	Uniform Contract/Cleaning	437	1,000	1,000
401-3401-534.49-23	Custodial	10,173	14,004	14,004
401-3401-534.49-25	Assessments/Taxes	3,590	18,210	18,210
401-3401-534.49-28	Misc - Disposal Fees	39	-	-
401-3401-534.49-35	CDL-Physicals/Licenses	801	210	210
401-3401-534.50-90	Indirect Cost Plan Charge	551,317	648,780	642,693
401-3401-534.60-01	Capital Outlays-Equipment	31,245	28,091	-
401-3401-534.60-99	Capitalized Assets	(23,109)	-	-
401-3401-587.60-99	Capital-Transferred Out	23,109	-	-
<b>Total General Services</b>		<b>3,189,014</b>	<b>3,751,798</b>	<b>4,060,061</b>
<b>Customer Service</b>				
401-3402-514.10-01	Salaries-Regular	421,181	483,416	465,501
401-3402-514.10-05	Salaries-Overtime	4,393	100	100
401-3402-514.10-06	Salaries-Part-Time	-	32,000	32,000
401-3402-514.20-01	Employer Paid Benefits	194,645	242,459	223,167
401-3402-514.31-01	Office & Operating Supply	15,578	10,000	10,000
401-3402-514.31-02	Small Tools & Equipment	-	500	500
401-3402-514.31-17	Supplies-Uniform Purchase	372	650	650
401-3402-514.31-37	Meters	245,778	500,000	300,000
401-3402-514.41-25	Prof. Svc-Computer	65	750	750
401-3402-514.42-01	Telecommunications	8,327	10,000	10,000
401-3402-514.42-02	Communications-Postage	-	1,000	1,000
401-3402-514.43-01	Transportation/Per Diem	246	2,140	2,140
401-3402-514.43-03	Registrations	35	990	990
401-3402-514.45-01	Equipment Rental	16,031	14,871	16,323
401-3402-514.45-02	IMS Rental	34,701	35,608	40,338
401-3402-514.46-06	AWC-L & I Pool	3,786	3,312	3,312
401-3402-514.48-01	Rep & Maint-Equipment	301	5,000	5,000
401-3402-514.49-01	Excise Taxes	774,728	843,154	843,154
401-3402-514.49-02	Printing & Binding	6,171	8,900	8,900
401-3402-514.49-06	Maintenance Contracts	250,839	200,000	200,000
401-3402-514.49-10	Uniform Contract/Cleaning	-	500	500
401-3402-514.49-27	Bad Debt Expense	560	6,600	6,600
401-3402-514.49-30	Software Maintenance	9,447	1,000	1,000
401-3402-514.49-60	Contractual Services	370,306	300,000	300,000

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Customer Service-Continued</b>				
401-3402-514.60-01	Capital Outlays-Equipment	2,916	-	-
401-3402-597.69-04	Transfer Out 410 Fund	4,207,579	3,593,733	4,315,038
<b>Total Customer Service</b>		<b>6,567,985</b>	<b>6,296,683</b>	<b>6,786,963</b>
<b>Production and Storage</b>				
401-3403-534.10-01	Salaries-Regular	537,713	527,764	661,088
401-3403-534.10-05	Salaries-Overtime	5,823	19,000	19,000
401-3403-534.20-01	Employer Paid Benefits	259,010	266,775	313,090
401-3403-534.31-01	Office & Operating Supply	115,458	9,145	10,145
401-3403-534.31-02	Small Tools & Equipment	1,718	12,795	20,395
401-3403-534.31-11	Water Treatment Supplies	178,449	80,000	100,000
401-3403-534.31-28	Conf Space-Safety Equip	1,900	-	-
401-3403-534.31-48	Repairs & Maintenance	-	480,150	557,800
401-3403-534.32-01	Electrical Supplies	1,066	150	-
401-3403-534.33-01	Small Tools-Electrical	-	100	-
401-3403-534.34-01	Fuel	78	800	800
401-3403-534.41-01	Prof. Svc-Other	2,629	91,100	99,100
401-3403-534.41-16	Prof. Svc-Parks	19,663	34,173	37,442
401-3403-534.41-23	Prof. Svc-H2O Smpls-DSHS	-	1,500	1,500
401-3403-534.42-01	Telecommunications	9,208	10,500	13,300
401-3403-534.45-01	Equipment Rental	67,946	63,025	69,184
401-3403-534.45-05	Rentals-Other	-	3,100	3,100
401-3403-534.46-02	Insurance-Fire/Property	40,319	56,139	49,271
401-3403-534.47-01	Utility-Electric	678,758	615,000	615,000
401-3403-534.47-02	Utility-City of Lacey	13,642	7,000	7,000
401-3403-534.47-06	Olympia Water Agreement	-	44,210	44,210
401-3403-534.48-01	Rep & Maint-Equipment	1,105	2,500	2,500
401-3403-534.48-03	Rep & Maint-Facilities	240,589	30,000	30,000
401-3403-534.48-11	Rep & Maint-Telemetry	73,017	30,000	95,000
401-3403-534.49-06	Maintenance Contracts	767	31,790	31,790
401-3403-534.49-28	Misc - Disposal Fees	637	-	-
401-3403-534.49-30	Software Maintenance	804	-	-
401-3403-534.60-01	Capital Outlays-Equipment	-	-	5,563
401-3403-534.60-99	Capitalized Assets	-	-	51,493
<b>Total Production and Storage</b>		<b>2,250,299</b>	<b>2,416,716</b>	<b>2,837,771</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>System Maintenance</b>				
401-3404-534.10-01	Salaries-Regular	746,944	844,960	821,498
401-3404-534.10-05	Salaries-Overtime	18,461	10,800	10,800
401-3404-534.20-01	Employer Paid Benefits	367,731	464,644	414,345
401-3404-534.31-01	Office & Operating Supply	21,860	12,150	12,150
401-3404-534.31-02	Small Tools & Equipment	17,812	32,668	18,218
401-3404-534.31-19	Inventory	115,127	230,000	230,000
401-3404-534.31-20	Street Restoration	17,212	20,000	20,000
401-3404-534.31-21	Non-Inventory-Under \$60	1,469	900	-
401-3404-534.31-26	Valves	46,256	128,500	108,650
401-3404-534.31-36	Hydrants	43,581	29,250	-
401-3404-534.31-38	Hydrant Meters	94	9,000	9,000
401-3404-534.41-01	Prof. Svc-Other	370	8,350	9,050
401-3404-534.41-30	Prof. Svc-Leak Survey	656	350	-
401-3404-534.42-01	Telecommunications	11,151	11,250	11,250
401-3404-534.45-01	Equipment Rental	339,480	314,890	345,665
401-3404-534.45-05	Rentals-Other	490	2,300	2,300
401-3404-534.48-01	Rep & Maint-Equipment	3,804	1,550	-
401-3404-534.48-02	Rep & Maint-Equip Non-Pwr	78	350	-
401-3404-534.49-28	Misc - Disposal Fees	80	-	-
401-3404-534.60-01	Capital Outlays-Equipment	10,455	-	43,947
401-3404-534.60-99	Capitalized Assets	(9,983)	-	-
<b>Total System Maintenance</b>		<b>1,753,128</b>	<b>2,121,912</b>	<b>2,056,873</b>
<b>Construction Utility</b>				
401-3405-534.10-01	Salaries-Regular	5,826	-	-
401-3405-534.20-01	Employer Paid Benefits	2,849	-	-
<b>Total Construction Utility</b>		<b>8,675</b>	<b>-</b>	<b>-</b>
<b>Cross Connection Control</b>				
401-3406-534.31-01	Office & Operating Supply	-	3,600	3,600
401-3406-534.31-02	Small Tools & Equipment	-	1,200	1,200
401-3406-534.41-01	Prof. Svc-Other	-	500	500
401-3406-534.48-02	Rep & Maint-Equip Non-Pwr	-	750	750
401-3406-534.49-35	CDL-Physicals/Licenses	-	120	120
<b>Total Cross Connection Control</b>		<b>-</b>	<b>6,170</b>	<b>6,170</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Water Quality</b>				
401-3407-534.20-01	Employer Paid Benefits	36	-	-
401-3407-534.31-01	Office & Operating Supply	-	750	750
401-3407-534.31-02	Small Tools & Equipment	-	1,150	1,150
401-3407-534.31-17	Supplies-Uniform Purchase	-	500	500
401-3407-534.41-01	Prof. Svc-Other	-	15,725	15,725
401-3407-534.41-14	Prof. Svc-Grdwater Mgmt	-	25,000	25,000
401-3407-534.41-23	Prof. Svc-H2O Smpls-DSHS	50,657	66,000	66,000
401-3407-534.42-01	Telecommunications	-	500	500
401-3407-534.42-02	Communications-Postage	4,786	9,500	9,500
401-3407-534.43-02	Dues, Subscriptions, Publ	-	500	500
401-3407-534.48-01	Rep & Maint-Equipment	-	250	20,250
401-3407-534.49-02	Printing & Binding	5,714	18,600	18,600
401-3407-534.49-32	Operating Permit-DSHS	33,600	32,000	36,000
401-3407-534.49-44	Project Green	2,500	3,100	3,100
401-3407-534.49-55	Conservation Program	29,173	64,500	64,500
<b>Total Water Quality</b>		<b>126,466</b>	<b>238,075</b>	<b>262,075</b>
<b>Reclaimed Water</b>				
401-3408-534.10-01	Salaries-Regular	4,925	-	-
401-3408-534.10-05	Salaries-Overtime	32	-	-
401-3408-534.20-01	Employer Paid Benefits	2,205	-	-
401-3408-534.31-01	Office & Operating Supply	1,231	-	-
401-3408-534.41-01	Prof. Svc-Other	3,765	-	-
401-3408-534.47-01	Utility-Electric	198	300	300
<b>Total Water Quality</b>		<b>12,356</b>	<b>300</b>	<b>300</b>
<b>Total Water Utility Fund Expenditures</b>		<b>13,907,923</b>	<b>14,831,654</b>	<b>16,010,213</b>

### **PUBLIC WORKS-WASTEWATER UTILITY FUND**

Lacey's Wastewater Utility consists of a collection system of sewer pipelines, sewage pump stations, STEP systems, grinders and community on-site septic systems. These facilities serve to collect, initiate treatment, and transport wastewater to the regional LOTT Treatment Facilities. Lacey's Wastewater Utility is responsible for operation and maintenance of approximately 180 miles of sewer transmission lines, 64 miles of STEP transmission lines, 48 lift stations and approximately 3686 residential and community STEP systems, 264 grinders and 10 Odor Control & Corrosion facilities.

Utility operations are funded through wastewater service fees. These revenues cover current operating expenses, maintenance of the system, replacement, and emergency repairs. Capital improvements are also supported from the general facility charge (GFC) that all new connections must pay.

The Wastewater Utility is supported by 15 full-time employees in the Public Works Operations and Maintenance Division. This support includes repair and maintenance of pipe and pumping infrastructure, planning and capital improvements, design and construction compliance, infrastructure analysis, odor control and corrosion measures, septic system conversion to public sewer and administrative support. The City's Finance Department allocates 0.55 full-time employees to customer services, billing and collections.

#### **BUDGET SUMMARY**

This budget reflects the Utility's current maintenance and operating expenses. Replacement and construction projects, as well as debt services for the Utility, are funded under the Water/Wastewater Replacement and Construction Fund and Water/Wastewater Debt Service Fund.

The Wastewater maintenance and operations budget is organized into five programs.

- Supervision and Support
- Utility Billing
- Maintenance - Wastewater Lift Stations
- Maintenance - Wastewater Mains (collection system)
- Maintenance - STEP Systems

The total 2022 operating budget for the Wastewater Utility is **\$20,887,094** of which \$13,743,623 will be paid to LOTT Alliance for treatment plant operations and capital requirements.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue Community outreach and education to eliminate or reduce F.O.G.
- Continue efforts in reconstructing and replacing aging gravity sewer pipes, pump stations retrofits, and onsite septic system conversions.
- Continue priority programs such as Lift station maintenance, odor control, Sewer main cleaning and televising, STEP and grinder maintenance.

#### **Explanation of Charges**

The monthly Wastewater Utility rate is made up of several components listed below. The current rates and the increase approved by LOTT are as follows:

City Charges (1)	2019	2020	2021	2022
Maintenance/Operations	\$19.05	\$19.69	\$20.79	\$22.98
Replacement Reserves	1.25	1.25	1.25	1.25
Construction/Capital	1.00	1.00	1.00	1.00
Subtotal	21.30	21.94	23.04	25.23
LOTT Charges	39.80	41.00	42.23	43.50
Total Monthly Charges	\$61.10	\$62.94	\$65.27	\$68.73

(1) The City provides a 50% discount for qualified low income senior and disabled citizens earning less than 50% of the median income for Thurston County depending on the size of the household as it relates to income.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Utility Fund - Revenues</i>				
<b>Revenues</b>				
402-0000-308.00-00	Estimated Beginning Cash	-	50,175	-
402-0000-333.97-36	CFDA #97.036	19,361	-	-
402-0000-341.82-10	Document Recording Fee	105	-	-
402-0000-343.50-01	Sales	6,074,043	6,295,391	6,997,558
402-0000-343.50-02	Penalties	30,633	60,000	60,000
402-0000-343.50-03	LOTT Sales	12,012,127	12,827,164	13,743,623
402-0000-345.83-01	Plan Check Fees	15,838	8,500	8,500
402-0000-345.83-02	Inspection Services	26,044	10,000	10,000
402-0000-345.83-04	Inspection Services-STEP	65,847	30,000	50,000
402-0000-348.95-00	Engineering Services Fees	3,161	-	-
402-0000-361.10-00	Investment Interest	40,393	21,995	16,675
402-0000-361.10-40	LGIP Earnings	9,405	3,714	738
402-0000-361.32-00	Unrealized Gain(Loss)	28,858	-	-
402-0000-361.32-02	Reverse Prev Year Adj	(13,779)	-	-
402-0000-369.40-00	Court Fees /Judgments	10,153	-	-
<b>Total Wastewater Utility Fund Revenues</b>		<b>18,322,189</b>	<b>19,306,939</b>	<b>20,887,094</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>General Services</b>				
402-3501-535.10-01	Salaries-Regular	474,836	536,346	537,655
402-3501-535.10-05	Salaries-Overtime	16,416	8,200	8,200
402-3501-535.20-01	Employer Paid Benefits	196,218	232,010	227,369
402-3501-535.20-03	Unemployment Compensation	1,010	500	500
402-3501-535.20-42	GASB68 Pension Expense	(123,045)	-	-
402-3501-535.31-01	Office & Operating Supply	15,251	6,113	10,113
402-3501-535.31-02	Small Tools & Equipment	744	850	4,630
402-3501-535.31-17	Supplies-Uniform Purchase	6,692	6,107	7,107
402-3501-535.31-27	Software Upgrade	-	285	285
402-3501-535.31-35	Replaced Equipment	-	30,000	30,000
402-3501-535.41-01	Prof. Svc-Other	32	2,536	30,287
402-3501-535.41-02	Prof. Svc-Engineering	411,696	510,582	505,541
402-3501-535.41-05	Prof. Svc-Audit	13,946	11,500	11,500
402-3501-535.41-15	Prof. Svc-Legal	98	2,890	2,890
402-3501-535.41-17	Prof. Svc-Water Resources	179,533	212,863	213,634
402-3501-535.41-32	Prof. Svc-Utility Locates	1,977	2,000	2,000
402-3501-535.42-01	Telecommunications	649	1,770	1,770
402-3501-535.43-01	Transportation/Per Diem	775	8,900	9,900
402-3501-535.43-02	Dues, Subscriptions, Publ	3,160	447	4,447
402-3501-535.43-03	Registrations	4,263	9,800	11,000
402-3501-535.45-01	Equipment Rental	8,773	9,012	8,669
402-3501-535.45-02	IMS Rental	83,713	102,255	109,650
402-3501-535.45-03	Copier Rentals	1,661	1,995	1,995
402-3501-535.45-08	Lease Miscellaneous	340	3,000	3,000
402-3501-535.46-01	Insurance-Liability	28,951	30,980	33,292
402-3501-535.46-02	Insurance-Fire/Property	1,604	2,233	1,590
402-3501-535.47-01	Utility-Electric	6,598	32,000	32,000
402-3501-535.47-02	Utility-City of Lacey	-	2,288	2,288
402-3501-535.47-03	Utility-Natural Gas	1,691	1,500	3,000
402-3501-535.47-04	LOTT Treatment	12,007,255	12,827,164	13,743,623
402-3501-535.47-07	Utility-Solid Waste	8,151	7,500	7,500
402-3501-535.48-01	Rep & Maint-Equipment	-	2,212	2,212
402-3501-535.48-03	Rep & Maint-Facilities	2,920	2,000	33,780
402-3501-535.49-02	Printing & Binding	529	10,400	10,400
402-3501-535.49-03	Recording Fees	5,286	3,000	3,000
402-3501-535.49-06	Maintenance Contracts	4,361	4,073	4,073

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>General Service-Continued</b>				
402-3501-535.49-10	Uniform Contract/Cleaning	437	1,000	1,000
402-3501-535.49-23	Custodial	8,901	12,256	12,256
402-3501-535.49-25	Assessments/Taxes	300	301	301
402-3501-535.49-28	Misc - Disposal Fees	35	-	-
402-3501-535.49-30	Software Maintenance	-	1,400	3,000
402-3501-535.49-35	CDL-Physicals/Licenses	497	340	340
402-3501-535.50-90	Indirect Cost Plan Charge	511,140	519,945	482,403
402-3501-535.60-01	Capital Outlays-Equipment	-	45,800	-
<b>Total General Services</b>		<b>13,887,394</b>	<b>15,206,353</b>	<b>16,118,200</b>
<b>Customer Service</b>				
402-3502-514.10-01	Salaries-Regular	58,410	58,451	60,844
402-3502-514.10-05	Salaries-Overtime	527	100	100
402-3502-514.20-01	Employer Paid Benefits	25,414	25,667	25,921
402-3502-514.31-01	Office & Operating Supply	275	3,100	3,100
402-3502-514.31-17	Supplies-Uniform Purchase	-	80	80
402-3502-514.42-01	Telecommunications	-	200	200
402-3502-514.42-02	Communications-Postage	-	9,080	9,080
402-3502-514.45-01	Equipment Rental	5,267	5,412	5,206
402-3502-514.45-02	IMS Rental	8,190	10,004	10,728
402-3502-514.45-08	Lease Miscellaneous	-	1,000	1,000
402-3502-514.46-06	AWC-L & I Pool	2,367	2,071	2,071
402-3502-514.49-01	Excise Taxes	239,538	240,512	284,863
402-3502-514.49-02	Printing & Binding	-	1,450	1,450
402-3502-514.49-10	Uniform Contract/Cleaning	-	60	60
402-3502-514.49-27	Bad Debt Expense	1,291	9,000	9,000
402-3502-514.60-01	Capital Outlays-Equipment	-	46,360	-
402-3502-597.02-03	Transfer Out 411 Fund	546,590	496,489	841,437
<b>Total Customer Service</b>		<b>887,869</b>	<b>909,036</b>	<b>1,255,140</b>
<b>Lift Station Maintenance</b>				
402-3503-535.10-01	Salaries-Regular	610,441	620,343	634,626
402-3503-535.10-05	Salaries-Overtime	11,311	12,000	12,000
402-3503-535.20-01	Employer Paid Benefits	300,104	334,955	316,467
402-3503-535.31-01	Office & Operating Supply	42,001	23,750	26,500
402-3503-535.31-02	Small Tools & Equipment	1,991	9,175	9,700

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Lift Station Maintenance-Continued</b>				
402-3503-535.31-24	Small Tools & Equip-Grnds	18	-	-
402-3503-535.31-28	Conf Space-Safety Equip	3,797	450	-
402-3503-535.31-48	Repairs & Maintenance	-	176,000	315,990
402-3503-535.32-01	Electrical Supplies	5,119	1,750	-
402-3503-535.33-01	Small Tools-Electrical	1,408	75	-
402-3503-535.34-01	Fuel	3,161	1,300	4,300
402-3503-535.41-01	Prof. Svc-Other	1,516	10,400	10,400
402-3503-535.41-16	Prof. Svc-Parks	7,143	11,707	13,601
402-3503-535.42-01	Telecommunications	10,611	13,000	17,300
402-3503-535.45-01	Equipment Rental	96,489	99,140	95,362
402-3503-535.45-05	Rentals-Other	-	1,000	1,000
402-3503-535.46-02	Insurance-Fire/Property	8,197	11,413	30,858
402-3503-535.47-01	Utility-Electric	99,027	100,000	100,000
402-3503-535.47-02	Utility-City of Lacey	26,656	40,000	40,000
402-3503-535.47-03	Utility-Natural Gas	1,313	2,500	2,500
402-3503-535.47-07	Utility-Solid Waste	1,812	-	-
402-3503-535.47-08	Utility-Private Water	3,365	-	6,000
402-3503-535.48-01	Rep & Maint-Equipment	28,176	3,450	5,500
402-3503-535.48-02	Rep & Maint-Equip Non-Pwr	1,388	2,050	-
402-3503-535.48-11	Rep & Maint-Telemetry	12,940	30,000	50,064
402-3503-535.48-12	Rep & Maint-Liftstations	150,424	59,000	50,000
402-3503-535.48-18	Rep & Maint-Generator	-	20,000	20,000
402-3503-535.49-06	Maintenance Contracts	3,074	-	-
402-3503-535.49-30	Software Maintenance	804	-	-
402-3503-535.60-01	Capital Outlays-Equipment	9,449	-	90,955
<b>Total Lift Station Maintenance</b>		<b>1,441,735</b>	<b>1,583,458</b>	<b>1,853,123</b>
<b>Wastewater Main Maintenance</b>				
402-3504-535.10-01	Salaries-Regular	233,877	252,310	241,066
402-3504-535.10-05	Salaries-Overtime	6,114	6,000	6,000
402-3504-535.20-01	Employer Paid Benefits	119,273	143,466	125,314
402-3504-535.31-01	Office & Operating Supply	17,558	9,730	9,730
402-3504-535.31-02	Small Tools & Equipment	3,697	6,850	6,850
402-3504-535.31-25	Supplies-Odor Control	209,318	240,000	240,000
402-3504-535.31-48	Repairs & Maintenance	-	3,000	3,000
402-3504-535.41-01	Prof. Svc-Other	-	3,000	3,000

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Wastewater Main Maintenance-Continued</b>				
402-3504-535.41-38	Wastewater Testing	-	500	500
402-3504-535.45-01	Equipment Rental	218,408	224,406	215,856
402-3504-535.45-05	Rentals-Other	-	200	200
402-3504-535.48-01	Rep & Maint-Equipment	6,562	17,750	23,000
402-3504-535.48-02	Rep & Maint-Equip Non-Pwr	14,800	5,250	-
402-3504-535.49-28	Misc - Disposal Fees	-	500	500
402-3504-535.60-01	Capital Outlays-Equipment	-	20,000	105,513
<b>Total Wastewater Main Maintenance</b>		<b>829,607</b>	<b>932,962</b>	<b>980,529</b>
<b>S.T.E.P. System Maintenance</b>				
402-3505-535.10-01	Salaries-Regular	185,432	188,850	186,807
402-3505-535.10-05	Salaries-Overtime	11,570	10,000	10,000
402-3505-535.20-01	Employer Paid Benefits	105,458	112,064	104,573
402-3505-535.31-01	Office & Operating Supply	25,800	14,903	16,203
402-3505-535.31-02	Small Tools & Equipment	7,154	4,650	4,650
402-3505-535.31-13	Supplies-Locks/STEP Sys	7,765	1,300	-
402-3505-535.31-25	Supplies-Odor Control	73,140	90,000	90,000
402-3505-535.31-48	Repairs & Maintenance	-	54,000	86,358
402-3505-535.41-38	Wastewater Testing	-	2,000	2,000
402-3505-535.41-41	On site septic system	-	950	950
402-3505-535.45-01	Equipment Rental	140,351	144,205	138,711
402-3505-535.45-05	Rentals-Other	-	50	50
402-3505-535.48-01	Rep & Maint-Equipment	-	2,500	3,800
402-3505-535.48-02	Rep & Maint-Equip Non-Pwr	298	1,300	-
402-3505-535.48-13	Rep & Maint-S.T.E.P. Sys	85,580	12,358	-
402-3505-535.48-17	Rep & Maint-Grinders	32,474	36,000	36,000
402-3505-535.49-28	Misc - Disposal Fees	132	-	-
<b>Total S.T.E.P. System Maintenance</b>		<b>675,154</b>	<b>675,130</b>	<b>680,102</b>
<b>Construction Utility</b>				
402-3506-535.10-01	Salaries-Regular	1,917	-	-
402-3506-535.20-01	Employer Paid Benefits	1,244	-	-
<b>Total Construction Utility</b>		<b>3,161</b>	<b>-</b>	<b>-</b>
<b>Total Wastewater Utility Fund Expenditures</b>		<b>17,724,920</b>	<b>19,306,939</b>	<b>20,887,094</b>



### **PUBLIC WORKS-STORMWATER UTILITY FUND**

The Stormwater Utility operates and maintains City-owned storm drainage systems. The Utility is also responsible for developing plans and programs as necessary to comply with Federal, State and City non-point source surface water requirements. Significant resources are devoted to public education, responding to citizen and business inquiries, identifying water quality/quantity concerns and developing solutions. An emphasis is placed on:

1. Identifying requirements for facilities to remediate known water quality and flooding concerns;
2. Cleaning and maintaining catch basins, storm ponds, swales and other treatment devices;
3. Developing water quality monitoring and maintenance plans for both public and private facilities to ensure resources devoted to maintenance; and,
4. Maximizing pollutant removal efficiency of the stormwater system through an aggressive street sweeping program.

#### **BUDGET SUMMARY**

This budget reflects the Utility's current supervision and support, utility billing, and maintenance as well as support and program services from Water Resource staff. Construction projects and land acquisition are funded in the Stormwater Capital Fund budget and debt payments are accounted for in the Stormwater Debt Service Fund.

The Stormwater Utility budget is organized into three programs.

- Supervision and Support
- Customer Service
- Stormwater Facilities Maintenance

The total 2022 budget for the Stormwater Utility is **\$4,651,470**. The rates provide for current operating expenses and reserves for future treatment facilities. Upon completion, the comprehensive capital improvement plan will identify new treatment facilities and programs that will be funded by rates.

#### **2022 PROJECTS, GOALS AND PRIORITIES**

- Initiate new programs and policies to maintain compliance with NPDES II requirements.
- Accomplish preventative maintenance goals on or ahead of schedule.
- Respond to citizen and business inquiries regarding maintenance of private facilities and provide technical assistance.
- Continue the implementation of the private facility monitoring program.
- Identify and improve stormwater flow problems in residential areas.

#### **EXPLANATION OF RATE**

<b>RATES FOR STORMWATER</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
RESIDENTIAL	\$11.36	\$11.87	\$12.40	\$12.96
DUPLEX	\$22.72	\$23.74	\$24.81	\$25.93

The City provides a 50% discount for qualified low income senior and disabled citizens, earning less than 50% of the median income for Thurston County, depending on the size of the household as it relates to income.

Commercial rates are calculated by a formula based on the parcel's total impervious surface area.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Utility Fund - Revenues</i>				
<b>Revenues</b>				
403-0000-308.00-00	Estimated Beginning Cash	-	518	-
403-0000-333.97-36	CFDA #97.036	1,451	-	-
403-0000-334.03-13	Dept of Ecology	58,873	-	-
403-0000-343.51-01	Sales	4,105,446	4,293,969	4,610,663
403-0000-345.83-00	Plan Checking Fees	-	7,500	7,500
403-0000-345.83-01	Plan Check Fees	8,415	-	-
403-0000-345.83-02	Inspection Services	20,547	20,000	20,000
403-0000-361.10-00	Investment Interest	28,147	14,716	12,500
403-0000-361.10-40	LGIP Earnings	6,325	2,459	564
403-0000-361.11-00	Interest Earnings	2,316	832	243
403-0000-361.32-00	Unrealized Gain(Loss)	21,728	-	-
403-0000-361.32-02	Reverse Prev Year Adj	(8,384)	-	-
<b>Total Stormwater Utility Fund Revenues</b>		<b>4,244,864</b>	<b>4,339,994</b>	<b>4,651,470</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>General Service</b>				
403-4201-538.10-01	Salaries-Regular	313,843	342,072	352,745
403-4201-538.10-05	Salaries-Overtime	3,523	1,000	1,000
403-4201-538.10-06	Salaries-Part-Time	-	953	953
403-4201-538.20-01	Employer Paid Benefits	129,383	152,793	146,969
403-4201-538.20-03	Unemployment Compensation	3,580	-	-
403-4201-538.20-42	GASB68 Pension Expense	(52,753)	-	-
403-4201-538.31-01	Office & Operating Supply	3,899	2,541	27,541
403-4201-538.31-02	Small Tools & Equipment	-	1,500	2,445
403-4201-538.31-17	Supplies-Uniform Purchase	26	2,260	2,260
403-4201-538.31-27	Software Upgrade	-	5,260	5,260
403-4201-538.31-35	Replaced Equipment	1,658	15,000	15,000
403-4201-538.41-01	Prof. Svc-Other	8	15,759	28,509
403-4201-538.41-02	Prof. Svc-Engineering	221,093	281,932	273,088
403-4201-538.41-05	Prof. Svc-Audit	3,346	450	450
403-4201-538.41-15	Prof. Svc-Legal	-	2,200	2,200
403-4201-538.41-17	Prof. Svc-Water Resources	405,685	497,106	627,603
403-4201-538.41-23	Prof. Svc-Local Monitor	22,776	40,000	40,000
403-4201-538.41-27	Prof. Svc-PIE Program	21,124	50,000	50,000
403-4201-538.41-32	Prof. Svc-Utility Locates	395	725	725
403-4201-538.41-42	Illicit Discharge Detect.	212	9,000	9,000
403-4201-538.41-43	Analyze Stormwater Sample	-	10,000	10,000
403-4201-538.42-01	Telecommunications	4,495	2,500	2,500
403-4201-538.43-01	Transportation/Per Diem	-	2,228	2,228
403-4201-538.43-02	Dues, Subscriptions, Publ	14	173	173
403-4201-538.43-03	Registrations	1,195	2,818	2,818
403-4201-538.45-01	Equipment Rental	5,424	5,417	5,667
403-4201-538.45-02	IMS Rental	35,330	32,543	40,025
403-4201-538.45-03	Copier Rentals	465	499	499
403-4201-538.45-05	Rentals-Other	2,795	-	-
403-4201-538.45-08	Lease Miscellaneous	1,324	-	-
403-4201-538.46-01	Insurance-Liability	13,888	14,861	15,972
403-4201-538.46-02	Insurance-Fire/Property	401	558	1,085
403-4201-538.47-01	Utility-Electric	2,066	2,800	2,800
403-4201-538.47-02	Utility-City of Lacey	-	529	529
403-4201-538.47-03	Utility-Natural Gas	280	811	811

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>General Services-Continued</b>				
403-4201-538.47-07	Utility-Solid Waste	2,038	2,000	2,000
403-4201-538.48-01	Rep & Maint-Equipment	-	553	553
403-4201-538.48-03	Rep & Maint-Facilities	595	-	7,945
403-4201-538.49-06	Maintenance Contracts	887	1,018	1,018
403-4201-538.49-23	Custodial	2,225	3,063	3,063
403-4201-538.49-25	Assessments/Taxes	30,980	20,000	24,000
403-4201-538.49-28	Misc - Disposal Fees	9	-	-
403-4201-538.49-35	CDL-Physicals/Licenses	-	120	120
403-4201-538.49-43	Regional Monitoring Prog.	3,260	10,000	10,000
403-4201-538.49-44	Project Green	11,900	11,900	11,900
403-4201-538.50-90	Indirect Cost Plan Charge	171,998	215,230	171,727
<b>Total General Service</b>		<b>1,369,367</b>	<b>1,760,172</b>	<b>1,903,181</b>
<b>Customer Service</b>				
403-4202-514.10-01	Salaries-Regular	10,221	8,796	10,472
403-4202-514.10-05	Salaries-Overtime	130	-	-
403-4202-514.20-01	Employer Paid Benefits	4,659	4,453	4,867
403-4202-514.31-01	Office & Operating Supply	-	200	200
403-4202-514.42-01	Telecommunications	-	50	50
403-4202-514.42-02	Communications-Postage	-	1,750	1,750
403-4202-514.45-02	IMS Rental	5,994	5,521	6,790
403-4202-514.45-08	Lease Miscellaneous	-	500	500
403-4202-514.46-06	AWC-L & I Pool	874	765	765
403-4202-514.49-01	Excise Taxes	73,906	76,537	84,985
403-4202-514.49-02	Printing & Binding	-	500	500
403-4202-514.49-27	Bad Debt Expense	26	1,800	1,800
403-4202-597.69-02	Transfer Out 412 Fund	712,022	1,388,333	1,461,740
<b>Total Customer Service</b>		<b>807,832</b>	<b>1,489,205</b>	<b>1,574,419</b>
<b>Stormwater Facility Maintenance</b>				
403-4203-538.10-01	Salaries-Regular	360,676	339,481	355,009
403-4203-538.10-05	Salaries-Overtime	11,645	4,000	4,000
403-4203-538.10-06	Salaries-Part-Time	3,437	44,761	44,761
403-4203-538.20-01	Employer Paid Benefits	184,172	191,901	185,950
403-4203-538.31-01	Office & Operating Supply	40,424	35,040	35,040
403-4203-538.31-02	Small Tools & Equipment	829	2,500	2,500

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>Stormwater Facility Maintenance-Continued</b>				
403-4203-538.31-17	Supplies-Uniform Purchase	3,285	1,600	1,600
403-4203-538.31-22	Manhole/Ring/Lid Replace	-	4,000	4,000
403-4203-538.34-01	Fuel	204	750	750
403-4203-538.41-01	Prof. Svc-Other	1,896	13,000	13,000
403-4203-538.45-01	Equipment Rental	356,747	356,334	372,741
403-4203-538.45-05	Rentals-Other	10,320	-	-
403-4203-538.47-01	Utility-Electric	610	900	900
403-4203-538.47-02	Utility-City of Lacey	12,641	13,000	13,000
403-4203-538.48-01	Rep & Maint-Equipment	-	800	800
403-4203-538.48-03	Rep & Maint-Facilities	1,100	52,050	52,050
403-4203-538.49-10	Uniform Contract/Cleaning	-	500	500
403-4203-538.49-28	Misc - Disposal Fees	-	-	10,000
403-4203-538.49-29	Vactor Waste	7,190	30,000	30,000
403-4203-538.60-01	Capital Outlays-Equipment	-	-	47,269
403-4203-538.60-03	Building Improv	64,704	-	-
<b>Total Stormwater Facility Maintenance</b>		<b>1,059,880</b>	<b>1,090,617</b>	<b>1,173,870</b>
<b>Total Stormwater Utility Fund Expenditures</b>		<b>3,237,079</b>	<b>4,339,994</b>	<b>4,651,470</b>



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**PUBLIC WORKS-RECLAIMED WATER UTILITY FUND**

The Martin Way Reclaimed Water Treatment Plant, owned and operated by the LOTT Alliance, is currently online and, through use of a membrane bioreactor system, is producing Class A reclaimed water. In time, the reclaimed water available will provide the City of Lacey with the opportunity to reduce both peak and annual potable water demands by utilizing an alternative water supply for non-potable water applications such as irrigation, toilet flushing, and water rights mitigation. For the immediate future, reclaimed water will be used to mitigate the predicted impacts to surface and shallow ground water from water rights Lacey is planning to receive. Initially, the City of Lacey currently has access to 1.06 MGD of reclaimed water daily and is injecting reclaimed water into the Woodland Creek Ground Water Recharge facility.

**BUDGET SUMMARY**

The 2022 maintenance and operating budget for the Reclaimed Water Utility Fund is **\$408**.

All associated costs for this fund have been transferred to the Water Utility for maintenance of systems.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Reclaimed Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
404-0000-361.10-00	Investment Interest	1,027	552	391
404-0000-361.10-40	LGIP Earnings	238	93	17
404-0000-361.32-00	Unrealized Gain(Loss)	682	-	-
404-0000-361.32-02	Reverse Prev Year Adj	(357)	-	-
<b>Total Reclaimed Water Utility Fund Revenues</b>		<b>1,590</b>	<b>645</b>	<b>408</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Reclaimed Water Utility Fund - Expenditures</i>				
<b>Public Works Reclaimed Division</b>				
<b>General Services</b>				
404-3501-508.80-00	Unreserved Funds	-	645	408
404-3501-535.82-01	Depreciation-Utilities	32,821	-	-
<b>Total Reclaimed Water Utility Fund Expenditures</b>		<b>32,821</b>	<b>645</b>	<b>408</b>



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### **PUBLIC WORKS-WATER CAPITAL FUND**

The Water Capital Fund provides revenues and reserve dollars to construct new or replace older water production and distribution facilities. Revenues also provide resources for studies and resources to fund system improvements.

#### **BUDGET SUMMARY**

Revenues in this fund come from GFC's, user fees, bond sales, and loans. The Water Utility rate structure includes a specific component for reserves to fund future replacement or construction projects. After all expenses are paid, remaining revenues are carried forward into the next fiscal year and are allocated to fund reserves for construction.

The total 2022 Budget for this fund is **\$24,843,368**.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

Water Construction Fund:

- Capitol City Golf Course Fire-flow
- Capitol City - WW Septic Abandonment & Connection Fees
- Water Comprehensive Plan Update
- Golf Club Watermain
- HP Sister Standpipe
- 337 Zone (Terry Cargil) Reservoir
- Madrona Wells pH Treatment
- So. 1 Well Replacement & Treatment
- Mullen Road Watermain
- S17 Well House & Treatment
- Capitol City Golf Course - West
- Well S04 - Supplemental Well
- Well Review & Rehabilitation Program
- Westside Wells pH Treatment
- College & 16th RAB - Design
- Funds for Misc. Trans/Devel projects
- Brewery Wells
- 400 PZ Trans - Pacific, Chatham, Milbanke
- HP Reservoir Rehabilitation
- Union Mills Tank Predesign & Design
- S06 Water Rights
- Well S04 Rehabilitation
- S07 / ATEC Property Purchase
- TCOMM911 Facilities – Marvin Rd NE & 41st Ave NE
- S06 Water Rights - Judd St SE & 24th Ave SE
- S07 / ATEC Property Purchase
- College & 16th RAB – Design
- 400 PZ - Pacific, Chatham, Milbanke
- Union Mills Tank Coat & Refurbish - Karla Ln SE & Paradise Ct SE
- 2022, S27 Rehab
- 2022, S29 Rehab
- Marvin Road County Project
- Franz Water Improvement
- Marvin Rd Production Well
- HP SCADA & Wetland Mitigation - Marvin Rd NE & 41st Ave Ne
- Carpenter Rd, 7th & 14th Ave SE (2022 Overlay)
- College Street Extension
- LS6- 32nd Ct SE Watermain
- GW Trends – HP Water Rights
- Meridian Well & Testing
- S10 Blowoff, Generator & Elec
- 2022 Annual Valves
- Reclaimed Water Plan

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
410-0000-308.00-00	Estimated Beginning Cash	-	27,947,836	15,699,943
410-0000-308.01-00	Construction Cash	-	1,070,182	-
410-0000-343.40-05	Replacement Sales	2,335,124	2,139,835	2,206,694
410-0000-343.40-07	General Facilities Charge	3,341,976	2,500,000	2,500,000
410-0000-361.10-00	Investment Interest	340,179	177,235	117,507
410-0000-361.10-40	LGIP Earnings	76,709	32,159	2,851
410-0000-361.11-00	Interest Earnings	9,056	3,252	1,335
410-0000-361.32-00	Unrealized Gain(Loss)	227,318	-	-
410-0000-361.32-02	Reverse Prev Year Adj	(112,454)	-	-
410-0000-369.13-00	Proceeds of Capital Asset	179,000	-	-
410-0000-397.02-00	Transfer In 401 Fund	4,207,579	3,593,733	4,315,038
<b>Total Water Capital Fund Revenues</b>		<b>10,604,487</b>	<b>37,464,232</b>	<b>24,843,368</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Capital Fund - Expenditures</i>				
<b>Public Works Water Capital</b>				
<b>Water Capital Construction</b>				
410-3418-534.60-99	Capitalized Assets	(5,450,923)	-	-
410-3418-534.90-01	Preliminary Engineering	2,901,581	5,527,922	4,293,875
410-3418-534.90-05	Construction Engineering	212,212	2,427,040	1,525,125
410-3418-534.90-13	Construction/Utilities	4,873,903	27,907,270	18,019,000
410-3418-534.90-22	Purchase of Land	-	1,100,000	500,000
410-3418-597.69-01	Transfer Out 450 Fund	502,540	502,000	505,368
<b>Total Water Capital Fund Expenditures</b>		<b>3,039,313</b>	<b>37,464,232</b>	<b>24,843,368</b>



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**PUBLIC WORKS-WASTEWATER CAPITAL FUND**

The Wastewater Capital Fund provides revenues to construct new or replace portions of existing wastewater collection and treatment systems. Revenues also provide funding for special studies and resources for system improvements.

**BUDGET SUMMARY**

Revenues in this fund come from user fees, bond sales, and loans. The Wastewater Utility rate structure includes a specific component of \$1.25 per month assessment for reserves to fund replacement projects. The Utility also has a separate component to fund future construction projects

The total 2022 fund requirements are **\$12,145,000.**

**2022 PROGRAMS, GOALS AND PRIORITIES**

Wastewater Construction Fund Projects:

- LS 19 Replace - Willamette Dr & Commerce Place Dr
- LS 12 Abandonment - Aldea Glen
- Golf Club Wastewater Improvements
- LS49 Cross Connection Control
- Mullen Rd STEP Main (Part 2 Lakepointe Bioxide)
- LS 11 Abandonment - Aldea Glen
- LS 20 Abandonment - 47th Ave SE
- Capital City Golf Course - West
- Sewer Decant Facility, Pit Site
- Kagy & Mullen STEP
- 2022 Manhole Rehabilitation
- LS 23-College St NE/Abernathy (includes LS 27 Aband)
- 34th Ave SE Wastewater Improvements
- Lift Station 49 Land Purchase
- Funds for Misc. Trans/Devel projects
- College & 16th RAB - Design
- LS 3 Replacement
- LS 17 Rehabilitation
- Manhole Rehabilitation
- LS 34 and 56 Capacity
- Lift Station Awnings
- Funds for Misc. Projects
- Tolmie Park Estates Sewer Connection ULID Design
- LS 6 Rehab
- Wastewater Comprehensive Plan
- Clearbrook Access & Misc Improvements
- 2022 Annual Valves
- Marvin Road County Project

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Capital Fund - Revenues</i>				
<b>Revenues</b>				
411-0000-308.00-00	Estimated Beginning Cash	-	11,977,672	9,592,390
411-0000-308.01-00	Construction Cash	-	375,000	-
411-0000-343.50-04	Replacement Sales	366,816	377,989	397,668
411-0000-343.50-08	General Facilities Charge	1,835,894	1,250,000	1,250,000
411-0000-361.10-00	Investment Interest	194,636	108,154	61,854
411-0000-361.10-40	LGIP Earnings	46,435	19,983	1,501
411-0000-361.11-00	Interest Earnings	7,244	1,262	150
411-0000-361.32-00	Unrealized Gain(Loss)	121,374	-	-
411-0000-361.32-02	Reverse Prev Year Adj	(72,121)	-	-
411-0000-397.03-00	Transfer In 402 Fund	546,590	496,489	841,437
<b>Total Wastewater Capital Fund Revenues</b>		<b>3,046,868</b>	<b>14,606,549</b>	<b>12,145,000</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Capital Fund - Expenditures</i>				
<b>Public Works Wastewater Capital</b>				
<b>Wastewater Capital Construction</b>				
411-3518-535.60-99	Capitalized Assets	(5,547,833)	-	-
411-3518-535.90-01	Preliminary Engineering	538,354	2,227,007	2,939,375
411-3518-535.90-05	Construction Engineering	493,897	964,204	702,000
411-3518-535.90-11	Construction Administrative	11,607	-	-
411-3518-535.90-13	Construction/Utilities	4,540,743	11,365,338	8,453,625
411-3518-535.90-22	Purchase of Land	8,522	50,000	50,000
<b>Total Wastewater Capital Fund Expenditures</b>		<b>45,290</b>	<b>14,606,549</b>	<b>12,145,000</b>



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**PUBLIC WORKS-STORMWATER CAPITAL FUND**

This fund provides revenues to construct new or replace portions of the stormwater collection and treatment system. Revenues also provide funding to purchase studies and resources for system improvements.

**BUDGET SUMMARY**

All expenditures are allocated for specific improvement projects included in the City's Capital Facilities Plan. Expenditures from this fund fluctuate significantly based on success in obtaining grant funding. Expenditures for 2022 are budgeted to be **\$1,477,258** Revenues for this fund come from rates, loans, and grants.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Decant Effluent Modification
- Stormwater Design Manual Update
- Woodland Creek Oil Water Separator
- Westminster Pond Rehabilitation
- WCCP Habitat Restoration
- Land Purchase - Ruddell Rd SW Facility
- SW Utility Rate Structure Conversion
- Funds for Misc. Projects
- SW Management Action Planning
- White Fir SW Installation
- LS6-32nd Ct SW Stormwater Catch Basin

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Capital Fund - Revenues</i>				
<b>Revenues</b>				
412-0000-308.00-00	Estimated Beginning Cash	-	239,602	2,287
412-0000-334.03-13	Dept of Ecology	50,000	-	-
412-0000-361.10-00	Investment Interest	33,740	17,438	12,357
412-0000-361.10-40	LGIP Earnings	7,503	2,888	549
412-0000-361.11-00	Interest Earnings	3,607	1,295	325
412-0000-361.32-00	Unrealized Gain(Loss)	21,869	-	-
412-0000-361.32-02	Reverse Prev Year Adj	(10,610)	-	-
412-0000-368.10-00	Spec.Assessment Principal	170,000	-	-
412-0000-397.10-06	Transfer In 403 Fund	712,022	1,388,333	1,461,740
<b>Total Stormwater Capital Fund Revenues</b>		<b>988,131</b>	<b>1,649,556</b>	<b>1,477,258</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Capital Fund - Expenditures</i>				
<b>Public Works Stormwater Capital</b>				
<b>Stormwater Capital Construction</b>				
412-4218-542.60-99	Capitalized Assets	(392,389)	-	-
412-4218-542.90-01	Preliminary Engineering	72,870	373,227	387,000
412-4218-542.90-04	Storm Drainage	-	714,277	908,375
412-4218-542.90-05	Construction Engineering	41,526	110,476	74,625
412-4218-542.90-11	Construction Administrative	1,830	-	-
412-4218-542.90-13	Construction/Utilities	384,049	-	-
412-4218-542.90-17	Land	-	350,000	5,000
412-4218-597.69-05	Transfer Out 452 Fund	101,686	101,576	102,258
<b>Total Stormwater Capital Fund Expenditures</b>		<b>209,572</b>	<b>1,649,556</b>	<b>1,477,258</b>



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**PUBLIC WORKS-RECLAIMED WATER CAPITAL FUND**

The Martin Way Reclaimed Water Treatment Plant, owned and operated by the LOTT Alliance, is currently online and, through use of a membrane bioreactor system, is producing Class A reclaimed water. The reclaimed water will provide the City of Lacey with the opportunity to reduce both peak and annual potable water demands by utilizing an alternative water supply for non-potable water applications such as irrigation, toilet flushing, and fire suppression. Additionally, the reclaimed water will be used to mitigate predicted depletions of surface water bodies resulting from use of new water rights. Initially, the City of Lacey will have access to 1.06 MGD of reclaimed water daily

**BUDGET SUMMARY**

The 2022 budget for the Reclaimed Water Capital Fund is **\$7,939**. This fund will provide for the future construction of the facilities necessary to irrigate rights-of-way in northeast Lacey, Regional Athletic Complex, and provide future water right mitigation efforts.

**2022 PROGRAMS, GOALS AND PRIORITIES**

- Reclaimed Water Comprehensive Plan.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Reclaimed Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
414-0000-361.10-00	Investment Interest	19,950	10,728	7,601
414-0000-361.10-40	LGIP Earnings	4,617	1,812	338
414-0000-361.32-00	Unrealized Gain(Loss)	13,243	-	-
414-0000-361.32-02	Reverse Prev Year Adj	(6,928)	-	-
<b>Total Reclaimed Water Capital Fund Revenues</b>		<b>30,882</b>	<b>12,540</b>	<b>7,939</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Reclaimed Water Capital Fund - Expenditures</i>				
<b>Public Works Reclaimed Water Capital</b>				
<b>Reclaimed Water Capital Construction</b>				
414-3518-508.80-00	Unreserved Funds	-	12,540	7,939
<b>Total Reclaimed Water Capital Fund Expenditures</b>		<b>-</b>	<b>12,540</b>	<b>7,939</b>



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***WATER DEBT SERVICE FUND***

The Water Debt Service Fund was created to remove debt obligations from the operating budget.

Debt obligations must be retired from utility system operating revenues or by special assessment against benefited properties. The Water Utility has a debt cost component built into its rate structure. Current debt obligations are the result various improvement projects including reservoirs, tanks, and major transmission lines.

The 2022 budget includes **\$4,779,149** for interest and principal payments for the 2013 revenue bonds. These debt service payments are funded through Water rates and are transferred into the debt service fund from the Water Capital fund.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Debt Fund - Revenues</i>				
<b>Revenues</b>				
450-0000-308.04-00	Depreciation-Balancing	-	3,900,000	4,250,000
450-0000-361.10-00	Investment Interest	3,900	1,369	1,063
450-0000-361.10-13	Debt Reserve Interest	6,250	1,607	2,164
450-0000-361.10-40	LGIP Earnings	643	217	25
450-0000-361.13-40	LGIP Interest	1,455	572	105
450-0000-361.32-00	Unrealized Gain(Loss)	5,653	-	-
450-0000-361.32-02	Reverse Prev Year Adj	(2,901)	-	-
450-0000-361.55-08	Interest-ULID 21	4,498	7,283	6,829
450-0000-368.10-08	Principal-ULID 21	-	13,142	13,595
450-0000-373.00-00	Other Gains & Losses	(39,577)	-	-
450-0000-383.10-00	Contributed Capital	2,545,327	-	-
450-0000-397.06-00	Transfer In 410 Fund	502,540	502,000	505,368
<b>Total Water Debt Service Fund Revenues</b>		<b>3,027,788</b>	<b>4,426,190</b>	<b>4,779,149</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Water Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
450-3401-508.80-00	Unreserved Funds	-	3,765	3,606
450-3401-534.82-01	Depreciation-Utilities	4,000,070	3,900,000	4,250,000
450-3401-591.72-05	Principal-2013 Rev Bonds	-	303,574	316,050
450-3401-592.83-05	Interest-2013 Rev Bonds	188,219	198,176	189,068
450-3401-592.84-00	Issue Cost	-	250	-
450-3401-597.69-06	Transfer Out 202 Fund	20,425	20,425	20,425
<b>Total Water Debt Service Fund Expenditures</b>		<b>4,208,714</b>	<b>4,426,190</b>	<b>4,779,149</b>



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**WASTEWATER DEBT SERVICE FUND**

The Wastewater Debt Service Fund was created to separate the budgetary functions of this utility into three distinct funds including operations, construction and replacement, and debt.

Debt obligations must be retired from utility system operating revenues, general facility charges for new sewer connections, or by special assessment against benefited properties. Generally speaking, debt in the wastewater utility has been issued to finance lift stations and major transmission lines. When property owners request the formation of a local improvement district to finance the construction of sewer lines to serve their property, bonds are sold to provide financing. Property owners then make installment payments to retire the debt.

Current local improvement district debt obligations are for Utility Local Improvement District (ULID) #23, which included a sewer line installation and connections and ULID #24, which included the replacement of a community septic system with a sewer interceptor connection to the city system.

2022 budget includes **\$2,893,646** for interest and principal for outstanding debt for ULID #23 and ULID #24.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Debt Fund - Revenues</i>				
<b>Revenues</b>				
451-0000-308.04-00	Depreciation-Balancing	-	2,500,000	2,750,000
451-0000-361.10-13	Debt Reserve Interest	2,761	691	1,160
451-0000-361.13-40	LGIP Interest	636	248	56
451-0000-361.32-00	Unrealized Gain(Loss)	2,334	-	-
451-0000-361.32-02	Reverse Prev Year Adj	(1,155)	-	-
451-0000-361.55-09	Interest-ULID #23	18,046	16,870	16,033
451-0000-361.55-10	Interest-ULID #24	28,552	38,587	36,001
451-0000-368.10-09	Principal-ULID# 23	-	20,396	21,233
451-0000-368.10-10	Principal-ULID #24	-	66,577	69,163
451-0000-383.10-00	Contributed Capital	1,592,780	-	-
<b>Total Wastewater Debt Service Fund Revenues</b>		<b>1,643,954</b>	<b>2,643,369</b>	<b>2,893,646</b>



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Wastewater Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
451-3501-508.80-00	Unreserved Funds	-	1,762	2,010
451-3501-535.82-01	Depreciation-Utilities	2,585,219	2,500,000	2,750,000
451-3501-591.72-07	ULID #24 Bonds	-	104,341	104,370
451-3501-592.83-07	ULID #24 Bonds	27,503	-	-
451-3501-592.85-02	Loan Intr Fund 202-ULID23	17,407	37,266	37,266
<b>Total Wastewater Debt Service Fund Expenditures</b>		<b>2,630,129</b>	<b>2,643,369</b>	<b>2,893,646</b>



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***STORMWATER DEBT SERVICE FUND***

The Stormwater Debt Service Fund was created to remove debt obligations from the operating budget.

Debt obligations must be retired from utility system operating revenues or by special assessment against benefited properties. The Water Utility has a debt cost component built into its rate structure. Current debt obligations are the result of various improvement projects including reservoirs, tanks, and major transmission lines.

The 2022 budget includes **\$2,352,444** for interest and principal for the 2013 revenue bonds. These debt service payments are funded through Stormwater rates and are transferred into the debt service fund from the Stormwater Capital fund.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Debt Fund - Revenues</i>				
<b>Revenues</b>				
452-0000-308.04-00	Depreciation-Balancing	-	2,000,000	2,250,000
452-0000-361.10-00	Investment Interest	732	254	178
452-0000-361.10-40	LGIP Earnings	120	37	8
452-0000-361.32-00	Unrealized Gain(Loss)	256	-	-
452-0000-361.32-02	Reverse Prev Year Adj	(132)	-	-
452-0000-383.10-00	Contributed Capital	146,896	-	-
452-0000-397.05-00	Transfer In 412 Fund	101,686	101,576	102,258
<b>Total Stormwater Debt Service Fund Revenues</b>		<b>249,558</b>	<b>2,101,867</b>	<b>2,352,444</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Stormwater Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Stormwater Debt Service</b>				
452-4201-508.80-00	Unreserved Funds	-	291	186
452-4201-538.82-01	Depreciation-Utilities	1,936,665	2,000,000	2,250,000
452-4201-591.72-05	Principal-2013 Rev Bonds	-	61,426	63,950
452-4201-592.83-05	Interest-2013 Rev Bonds	38,085	40,099	38,257
452-4201-592.84-00	Issue Cost	-	51	51
<b>Total Stormwater Debt Service Fund Expenditures</b>		<b>1,974,750</b>	<b>2,101,867</b>	<b>2,352,444</b>



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## EQUIPMENT RENTAL FUND

The Equipment Rental Fund is an internal service fund created to provide for the repair, maintenance, and replacement of City-owned vehicles and equipment. The Finance Department provides administrative support while the Public Works Department provides maintenance, management, and repair services. The Equipment Rental Division is responsible for the repair and maintenance of approximately 288 vehicles and pieces of equipment in addition to the operation of the fueling facility. Work is performed in-house by four full-time equipment mechanics with some specialized work being contracted to local automotive repair shops.

### BUDGET SUMMARY

The Equipment Rental Fund budget is organized into three programs.

- General Services
- Preventative Maintenance and Repairs
- Fuel, Oil, and Tires

The 2022 budget for the Equipment Rental Fund is **\$3,572,885** inclusive of annual replacement reserve expenses. This budget maintains current level of services. Equipment Rental operations are funded by direct charges assessed to all operating budgets based on vehicle use and maintenance costs.

### 2022 PROGRAMS, GOALS AND PRIORITIES

- Ensure 2022 charges provide full funding of depreciation and replacement.
- Continue systematic preventive maintenance and repair of vehicles.
- Improve utilization of operations vehicle/equipment fleet.

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Revenues</b>				
501-0000-308.00-00	Estimated Beginning Cash	-	449,210	231,344
501-0000-348.10-07	M&O-Police	279,253	324,871	343,433
501-0000-348.10-08	M&O-Planning & Comm. Dev.	21,818	19,166	16,155
501-0000-348.10-09	M&O-Public Works	47,848	68,092	70,299
501-0000-348.10-10	M&O-Parks & Recreation	19,116	14,207	7,354
501-0000-348.10-11	M&O-Facilities Maint.	5,473	4,883	2,779
501-0000-348.10-12	M&O-Parks Maintenance	185,572	187,998	181,806
501-0000-348.10-13	M&O-Water	217,872	221,803	228,588
501-0000-348.10-14	M&O-Wastewater	167,215	185,667	176,587
501-0000-348.10-15	M&O-Stormwater	127,668	146,242	172,193
501-0000-348.10-16	M&O-Streets	146,897	155,743	177,137
501-0000-348.10-17	M&O-Animal Services	6,656	14,272	15,606
501-0000-348.10-20	M&O-City Hall Common	7,240	7,309	8,498
501-0000-348.10-22	M&O-Fire District #3	35,745	75,894	73,497
501-0000-348.10-23	M&O-Water Resources	8,598	8,228	4,935
501-0000-348.10-24	M&O-RAC	23,285	29,082	25,588
501-0000-348.10-25	Veteran Services	1,977	2,879	2,251
501-0000-348.20-07	Replacement-Police	342,155	482,026	501,592
501-0000-348.20-08	Replacement-Planning & CD	8,174	8,174	8,174
501-0000-348.20-09	Replacement-Public Works	92,376	87,037	91,992
501-0000-348.20-10	Replacement-Parks & Rec.	22,131	18,539	18,539
501-0000-348.20-11	Replacement-Facility Main	3,037	3,037	3,037
501-0000-348.20-12	Replacement-Parks Maint.	178,083	189,272	201,052
501-0000-348.20-13	Replacement-Water	209,662	174,690	206,655
501-0000-348.20-14	Replacement-Wastewater	305,063	296,508	287,217
501-0000-348.20-15	Replacement-Stormwater	234,707	215,509	206,215
501-0000-348.20-16	Replacement-Streets	144,521	180,938	190,581
501-0000-348.20-20	Replacement-City Hall	6,778	6,778	13,705
501-0000-348.20-23	Replacement-Water Resourc	5,515	5,515	5,515
501-0000-348.20-24	Replacement-RAC	44,552	56,356	55,601
501-0000-361.10-00	Investment Interest	110,197	59,029	41,892
501-0000-361.10-40	LGIP Earnings	25,279	9,900	1,876
501-0000-361.11-00	Interest Earnings	13,341	4,790	1,192
501-0000-361.32-00	Unrealized Gain(Loss)	75,223	-	-
501-0000-361.32-02	Reverse Prev Year Adj	(37,062)	-	-
501-0000-369.13-00	Proceeds of Capital Asset	67,567	-	-



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Public Works Equipment Rental</b>				
<b>Equipment Rental Fund Revenues-Continued</b>				
501-0000-369.40-00	Court Fees /Judgments	67,482	-	-
501-0000-372.00-00	Insurance Recoveries	55,332	-	-
501-0000-383.11-00	From Governmental Funds	472,607	-	-
501-0000-387.00-00	Residual Equity Trans In	23,109	-	-
<b>Total Equipment Rental Fund Revenues</b>		<b>3,772,062</b>	<b>3,713,644</b>	<b>3,572,885</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
<b>Public Works Equipment Rental</b>				
<b>General Services</b>				
501-4801-508.80-00	Unreserved Funds	-	605,705	-
501-4801-548.10-01	Salaries-Regular	159,187	154,530	160,071
501-4801-548.10-05	Salaries-Overtime	331	200	200
501-4801-548.20-01	Employer Paid Benefits	64,047	68,952	69,079
501-4801-548.20-42	GASB68 Pension Expense	(24,285)	-	-
501-4801-548.31-01	Office & Operating Supply	649	750	750
501-4801-548.31-17	Supplies-Uniform Purchase	1,533	2,933	2,933
501-4801-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4801-548.41-26	Prof. Svc-Administration	-	250	250
501-4801-548.42-01	Telecommunications	2,430	2,250	2,250
501-4801-548.43-01	Transportation/Per Diem	-	450	450
501-4801-548.43-02	Dues, Subscriptions, Publ	-	641	641
501-4801-548.43-03	Registrations	60	2,250	2,250
501-4801-548.45-02	IMS Rental	16,133	15,809	23,604
501-4801-548.46-02	Insurance-Fire/Property	378	4,480	401
501-4801-548.46-04	Insurance-Vehicle	43,946	51,624	52,505
501-4801-548.46-06	AWC-L & I Pool	694	607	607
501-4801-548.47-01	Utility-Electrical	3,414	5,001	5,001
501-4801-548.47-02	Utility-City of Lacey	5,929	5,000	5,000
501-4801-548.47-03	Utility-Gas	2,804	6,000	6,000
501-4801-548.48-01	Rep & Maint-Equipment	131	650	650
501-4801-548.48-03	Rep & Maint-Facilities	343	2,896	2,896
501-4801-548.49-06	Maintenance Contracts	348	-	-
501-4801-548.49-10	Uniform Contract/Cleaning	972	1,000	1,000
501-4801-548.49-25	Assessments/Taxes	133	150	150
501-4801-548.49-35	CDL-Physicals/Licenses	206	350	350
501-4801-548.60-01	Capital Outlays-Equipment	505	-	8,305
501-4801-548.60-02	Capital Outlays-Replace	1,136,539	735,299	790,407
501-4801-548.60-99	Capitalized Fixed Asset	(1,111,864)	-	-
501-4801-548.65-02	Depreciation-Vehicles	1,076,720	848,747	1,209,867
<b>Total General Services</b>		<b>1,381,283</b>	<b>2,517,524</b>	<b>2,346,617</b>
<b>Preventative Maintenance</b>				
501-4802-548.10-01	Salaries-Regular	200,393	204,843	213,016
501-4802-548.10-05	Salaries-Overtime	-	200	200
501-4802-548.10-06	Salaries-Part-Time	-	10,460	10,460
501-4802-548.20-01	Employer Paid Benefits	97,685	107,592	103,789

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
<b>Public Works Equipment Rental</b>				
<b>Preventative Maintenance-Continued</b>				
501-4802-548.31-01	Office & Operating Supply	112,672	125,000	150,000
501-4802-548.31-02	Small Tools & Equipment	5,481	5,600	5,600
501-4802-548.31-27	Software Upgrade	3,679	3,500	3,500
501-4802-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4802-548.48-01	Rep & Maint-Equipment	34,635	55,262	55,262
501-4802-548.49-30	Software Maintenance	1,964	1,595	1,595
<b>Total Preventative Maintenance</b>		<b>456,509</b>	<b>515,052</b>	<b>544,422</b>
<b>Fuel, Oil, Tires</b>				
501-4803-548.10-01	Salaries-Regular	36,142	36,937	38,412
501-4803-548.20-01	Employer Paid Benefits	17,460	19,233	18,536
501-4803-548.31-01	Office & Operating Supply	3,105	1,387	1,387
501-4803-548.34-01	Fuel	225,777	377,109	377,109
501-4803-548.34-02	Diesel	74,731	206,381	206,381
501-4803-548.34-03	Tires	15,638	35,205	35,205
501-4803-548.41-01	Prof. Svc-Other	697	2,000	2,000
501-4803-548.48-01	Rep & Maint-Equipment	997	2,816	2,816
501-4803-548.49-25	Assessments/Taxes	268	-	-
<b>Total Fuel, Oil, Tires</b>		<b>374,815</b>	<b>681,068</b>	<b>681,846</b>
<b>Total Equipment Rental Fund Expenditures</b>		<b>2,212,607</b>	<b>3,713,644</b>	<b>3,572,885</b>



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### **INFORMATION MANAGEMENT SERVICES FUND**

Information Management Services (IMS) provides technical support and management of all computer software, hardware, and communication links for all City departments. IMS responsibilities include establishing standards and direction citywide, ensuring smooth operation of City services, and ensuring a total integrated solution. These services are accomplished through researching and evaluating new computer systems and technologies; correcting and revising programs to meet changing needs; and managing the City's networks, and iSeries operating systems to achieve maximum performance with minimum "downtime." IMS staff also conducts word processing, desktop publishing, iSeries, GIS, PC, and telephone training for all City employees. Eight full-time employees provide support to this division.

#### **BUDGET SUMMARY**

The Information Management Fund is organized into three programs.

- Central System Support
- Personal Computer and Network Support
- Help Desk

The 2022 budget for Information Management Services is **\$2,934,844**, including annual replacement expenses. Staff is comprised of an Information Services Manager, four System Application Specialists which provide network infrastructure and enterprise system support, a Computer Support Technician responsible for desktop hardware and software support, a GIS Coordinator responsible for facilitating the development and improvement of the City's geographic related information, and a Help desk/Telecommunication Specialist which provides technical support for software applications, telephone systems and the Help Desk. Information Management Services is totally funded by direct charges/user fees assessed back to all operating budgets.

#### **2022 PROGRAMS, GOALS AND PRIORITIES**

- Continue to evaluate and enhance data and system security.
- Setup and install replacement and new workstations.
- Implement network improvements and develop procedures and standards to meet the payment card (PCI) requirements.
- Continue focusing on implementing solutions for disaster recovery and server consolidation.
- Continue to improve remote/telework technologies
- Continue to upgrade police MCTs to more reliable systems

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
<b>Revenues</b>				
502-0000-308.00-00	Estimated Beginning Cash	-	428,006	131,914
502-0000-348.10-01	M&O-City Manager	17,879	13,686	24,389
502-0000-348.10-02	M&O-Finance	29,726	29,338	44,310
502-0000-348.10-03	M&O-City Council	13,645	16,012	21,926
502-0000-348.10-05	M&O-Public Affairs/HR	33,349	32,406	53,140
502-0000-348.10-06	M&O-Community Bldgs	6,713	7,164	7,098
502-0000-348.10-07	M&O-Police	124,866	160,808	504,054
502-0000-348.10-08	M&O-Planning & Comm. Dev.	76,572	118,497	146,030
502-0000-348.10-09	M&O-Public Works	66,765	74,245	113,726
502-0000-348.10-10	M&O-Parks & Recreation	36,884	38,868	76,466
502-0000-348.10-11	M&O-Facilities Maint.	1,937	1,989	6,193
502-0000-348.10-12	M&O-Parks Maintenance	11,404	13,985	23,951
502-0000-348.10-13	M&O-Water	165,576	169,511	192,642
502-0000-348.10-14	M&O-Wastewater	79,186	98,032	101,603
502-0000-348.10-15	M&O-Stormwater	37,683	35,238	42,698
502-0000-348.10-16	M&O-Streets	19,445	21,361	39,123
502-0000-348.10-17	M&O-Animal Services	29,956	37,575	61,378
502-0000-348.10-20	M&O-City Hall Common	685,747	726,435	722,126
502-0000-348.10-21	M&O-Equipment Rental	10,628	10,837	17,009
502-0000-348.10-23	M&O-Water Resources	25,779	27,508	49,185
502-0000-348.10-24	M&O-RAC	10,444	10,964	16,844
502-0000-348.10-25	Veteran Services	5,792	6,022	8,323
502-0000-348.20-01	Replacement-City Manager	8,242	7,287	7,428
502-0000-348.20-02	Replacement-Finance	11,806	11,618	14,801
502-0000-348.20-03	Replacement-City Council	5,089	5,780	3,022
502-0000-348.20-05	Replacement-PA/HR	19,553	20,405	21,306
502-0000-348.20-06	Replacement-Comm Bldgs	2,395	2,431	1,958
502-0000-348.20-07	Replacement-Police	61,351	97,041	204,672
502-0000-348.20-08	Replacement-Planning & CD	39,939	28,845	34,873
502-0000-348.20-09	Replacement-Public Works	34,414	33,121	41,806
502-0000-348.20-10	Replacement-Parks & Rec.	23,051	30,842	37,134
502-0000-348.20-11	Replacement-Facility Main	720	717	1,522
502-0000-348.20-12	Replacement-Parks Maint.	4,233	4,172	7,670
502-0000-348.20-13	Replacement-Water	24,863	25,902	28,731
502-0000-348.20-14	Replacement-Wastewater	12,718	14,227	18,775
502-0000-348.20-15	Replacement-Stormwater	3,644	2,829	4,117
502-0000-348.20-16	Replacement-Streets	6,058	6,528	7,770

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
<b>Revenues</b>				
<b>Information Mgmt. Services Fund Revenues-Continued</b>				
502-0000-348.20-20	Replacement-City Hall	54,205	52,113	52,508
502-0000-348.20-21	Replacement-Equip Rent	5,505	5,972	6,595
502-0000-348.20-23	Replacement-Water Resourc	13,421	14,021	15,828
502-0000-348.20-24	Replacement-RAC	7,350	7,657	5,985
502-0000-348.20-25	Veteran Services	3,981	3,478	1,651
502-0000-361.10-00	Investment Interest	34,460	18,560	11,909
502-0000-361.10-40	LGIP Earnings	7,989	3,136	535
502-0000-361.11-00	Interest Earnings	724	260	120
502-0000-361.32-00	Unrealized Gain(Loss)	21,743	-	-
502-0000-361.32-02	Reverse Prev Year Adj	(11,863)	-	-
502-0000-383.11-00	From Governmental Funds	28,551	-	-
<b>Total Information Mgmt. Services Fund Revenues</b>		<b>1,914,118</b>	<b>2,475,429</b>	<b>2,934,844</b>
<b>Total City Revenues</b>		<b>133,678,703</b>	<b>190,145,334</b>	<b>173,650,467</b>

Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>Central System Support</b>				
502-1801-518.10-01	Salaries-Regular	231,258	217,657	322,748
502-1801-518.10-05	Salaries-Overtime	547	3,000	3,000
502-1801-518.20-01	Employer Paid Benefits	94,059	103,411	138,671
502-1801-518.20-42	GASB68 Pension Expense	(74,551)	-	-
502-1801-518.31-01	Office & Operating Supply	2,821	14,000	14,000
502-1801-518.31-27	Software Upgrade	-	8,000	8,000
502-1801-518.41-25	Prof. Svc-Computer	6,521	10,000	10,000
502-1801-518.42-01	Telecommunications	41,612	27,720	27,000
502-1801-518.42-05	Communications-Webhosting	4,377	10,000	10,000
502-1801-518.43-01	Transportation/Per Diem	(328)	8,000	8,000
502-1801-518.43-02	Dues, Subscriptions, Publ	1,584	2,000	2,000
502-1801-518.43-03	Registrations	195	8,000	8,000
502-1801-518.46-06	AWC-L & I Pool	165	144	144
502-1801-518.48-01	Rep & Maint-Equipment	-	4,291	4,291
502-1801-518.49-02	Printing & Binding	-	500	500
502-1801-518.49-05	Professional Development	7,786	10,650	10,650
502-1801-518.49-06	Maintenance Contracts	4,456	-	4,500
502-1801-518.49-30	Software Maintenance	255,303	379,519	393,239
502-1801-518.49-31	Hardware Maintenance	51,895	49,376	100,641
502-1801-518.49-67	Web Services	2,913	2,000	3,000
<b>Total Central System Support</b>		<b>630,613</b>	<b>858,268</b>	<b>1,068,384</b>
<b>PC &amp; Network Support</b>				
502-1802-518.10-01	Salaries-Regular	442,271	457,028	493,447
502-1802-518.10-05	Salaries-Overtime	551	3,000	3,000
502-1802-518.20-01	Employer Paid Benefits	192,450	221,068	214,433
502-1802-518.31-01	Office & Operating Supply	11,449	10,000	10,000
502-1802-518.41-25	Prof. Svc-Computer	1,875	7,500	7,500
502-1802-518.43-01	Transportation/Per Diem	-	6,000	6,000
502-1802-518.43-03	Registrations	-	5,000	5,000
502-1802-518.49-05	Professional Development	-	10,000	10,000
502-1802-518.60-01	Capital Outlays-Equipment	292,163	394,073	183,000
502-1802-518.60-02	Replacement	-	-	355,767
502-1802-518.60-09	Software Assurance	135,425	108,460	130,000
502-1802-518.60-99	Capitalize Assets	(114,962)	-	-



Account Number	Description	2020 Actual Revenue/Expense	2021 Amended Budget	2022 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>PC &amp; Network Support-Continued</b>				
502-1802-518.65-04	Depreciation-IMS Equip	145,645	248,385	298,882
<b>Total PC &amp; Network Support</b>		<b>1,106,867</b>	<b>1,470,514</b>	<b>1,717,029</b>
<b>Help Desk</b>				
502-1803-518.10-01	Salaries-Regular	89,141	91,443	95,866
502-1803-518.10-05	Salaries-Overtime	11	1,500	1,500
502-1803-518.20-01	Employer Paid Benefits	35,298	40,804	39,165
502-1803-518.31-01	Office & Operating Supply	2,045	7,000	7,000
502-1803-518.42-01	Telecommunications	-	500	500
502-1803-518.43-01	Transportation/Per Diem	-	1,600	1,600
502-1803-518.43-02	Dues, Subscriptions, Publ	-	1,000	1,000
502-1803-518.43-03	Registrations	-	800	800
502-1803-518.49-05	Professional Development	-	2,000	2,000
<b>Total Help Desk</b>		<b>126,495</b>	<b>146,647</b>	<b>149,431</b>
<b>Total Information Mgmt. Services Fund Expenditures</b>		<b>1,863,975</b>	<b>2,475,429</b>	<b>2,934,844</b>
<b>Total City Expenditures</b>		<b>113,277,467</b>	<b>190,145,334</b>	<b>173,650,467</b>



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